

Project Closure Statement

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Company Address]

Email: [Client's Email]

Dear [Client's Name],

I am writing to formally confirm the closure of the [Project Name] project, which commenced on [Start Date] and concluded on [End Date].

Deliverables included:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

I am pleased to report that all deliverables have been completed in accordance with the outlined specifications and deadlines.

Attached to this statement, you will find all relevant documents, including:

- [Document 1]
- [Document 2]

Thank you for the opportunity to work on this project. I appreciate your trust and collaboration throughout the duration of our work together.

Best regards,

[Your Name]

[Your Company Name]

[Your Address]

[Your Email]

[Your Phone Number]