

Milestone Achievement Acknowledgment

Date: [Insert Date]

To: [Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

I am pleased to formally acknowledge the successful completion of milestone [Milestone Name/Number] on our project, [Project Name]. As of [Completion Date], I have delivered the following items:

- [Item 1]
- [Item 2]
- [Item 3]

Thank you for your continued support and collaboration. I look forward to your feedback and to moving forward with the next steps in our project.

Best regards,

[Your Name]

[Your Freelance Title]

[Your Contact Information]