

Project Milestone Completion Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Subject: Completion of Milestone [Milestone Number/Name]

Dear [Recipient's Name],

We are pleased to inform you that we have successfully completed the milestone [**Milestone Number/Name**] for the [Project Name] project as of [Completion Date].

This milestone included the following deliverables:

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

We appreciate the collaboration and support from your team throughout this phase. Please feel free to reach out for any further information or to discuss the next steps.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]