

Consulting Project Wrap-Up Notification

Dear [Client's Name],

We are pleased to inform you that the consulting project titled "[Project Title]" is now reaching its conclusion. Our team has thoroughly enjoyed working with you and your team over the past [duration of the project].

As we wrap up, we would like to schedule a final review meeting to discuss the outcomes and deliverables of the project. This meeting will provide an opportunity to reflect on the achievements and address any remaining questions or feedback you may have.

We propose the following dates and times for the meeting:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

Please let us know which of these options works best for you, or suggest an alternative time that fits your schedule.

We appreciate the opportunity to partner with you and look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]