

Project Deliverables Acknowledgment

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of the project deliverables for [Project Name]. We confirm that the following deliverables have been received:

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

We appreciate the hard work and dedication your team has put into this project, and we are currently reviewing the deliverables. Should we require any further information or clarification, we will reach out to you promptly.

Thank you for your cooperation and support.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]