

Project Deliverable Acceptance Criteria Review

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Review of Acceptance Criteria for [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. As we progress with the [Project Name], I would like to initiate a review of the acceptance criteria for the deliverables associated with this project. Ensuring that we have defined and agreed upon these criteria is crucial for the successful completion and acceptance of our work.

Proposed Acceptance Criteria

- Deliverable 1: [Description]
- Deliverable 2: [Description]
- Deliverable 3: [Description]

Please review the above criteria and provide any feedback or additional criteria you feel should be included. I propose we have a meeting on [Insert Proposed Date and Time] to finalize our review.

Thank you for your attention to this matter. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]