

Project Deliverable Assessment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an assessment of the deliverables for the [Project Name] project, which was completed on [Completion Date]. The deliverables include:

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

We would appreciate it if you could provide your feedback by [Deadline for Feedback]. Your insights are crucial for us to ensure that all project requirements have been met satisfactorily.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]