

Project Deliverable Completion Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Project Deliverable Completion

Dear [Recipient's Name],

I am writing to formally confirm the completion of the deliverables for the [Project Name] project as of [Completion Date]. The following items have been successfully delivered:

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

Please review the deliverables at your earliest convenience, and do not hesitate to reach out if you have any questions or require further information.

Thank you for your collaboration and support throughout this project.

Best regards,
[Your Name]
[Your Job Title]
[Your Company]