

Project Delivery Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we have received and evaluated the [Project Name] delivered on [Delivery Date]. After careful review, we confirm that the project has been delivered in accordance with the agreed specifications and requirements.

We hereby accept the project and will proceed with the next steps as outlined in our agreement. Thank you for your dedication and effort in bringing this project to completion.

If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Email]

[Your Phone Number]