

# Vendor Milestone Completion Report

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Milestone Completion Report for [Project Name]

**Dear [Vendor Name],**

We are pleased to inform you that the following milestone has been successfully completed as per our agreement:

## **Milestone Details**

- Milestone Name: [Insert Milestone Name]
- Completion Date: [Insert Completion Date]
- Description: [Insert Description of Milestone]
- Documentation Attached: [Yes/No]

## **Next Steps**

We appreciate your efforts in reaching this milestone and look forward to continuing our partnership as we move towards the next phases of the project.

Should you have any questions or need further clarification, please do not hesitate to reach out.

**Best Regards,**

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]