

Final Milestone Documentation Report

Date: [Insert Date]

To: [Client's Name]

From: [Subcontractor's Name]

Project: [Project Name]

Contract Number: [Contract Number]

Subject: Final Milestone Documentation Submission

Dear [Client's Name],

We are pleased to submit the final milestone documentation for the [Project Name] as per our agreement. This document outlines the completion of the final phase of the project and includes all necessary documentation as stipulated in the contract.

Milestone Summary

- Milestone Description: [Description]
- Completion Date: [Date]
- Deliverables: [List of Deliverables]

Attached Documents

- [Document 1 Name]
- [Document 2 Name]
- [Document 3 Name]

Please review the attached documentation at your earliest convenience. Should you require any further information or clarifications, do not hesitate to contact us.

Thank you for your cooperation throughout this project. We look forward to your confirmation of the receipt of this documentation.

Sincerely,

[Your Name]

[Your Position]

[Subcontractor's Company Name]

[Contact Information]