

# Milestone Completion Confirmation

Date: [Insert Date]

To:

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are pleased to inform you that we have completed the review of the milestone work as per the agreement signed on [Insert Agreement Date]. We hereby confirm that the following milestone has been successfully completed:

## **Milestone: [Insert Milestone Description]**

Completion Date: [Insert Completion Date]

After our thorough inspection and assessment, we have found the work to be satisfactory and in accordance with the project specifications.

This confirmation will allow you to proceed to the next phase of the contract as outlined in our agreement. Please ensure to submit any necessary documentation or invoices related to this milestone at your earliest convenience.

Thank you for your hard work and dedication to this project. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]