

Project Closure Acknowledgment

Date: [Insert Date]

To:

[Subcontractor Name]
[Subcontractor Address]
[City, State, Zip Code]

Dear [Subcontractor Name],

We are writing to formally acknowledge the completion of the project titled "**[Project Name]**" as per the terms of our subcontract agreement dated [Insert Agreement Date].

We appreciate the work you and your team have done and confirm that all deliverables outlined in the project scope have been met to our satisfaction. This letter serves to officially close out the project, and we would like to thank you for your collaboration and efforts throughout the process.

If there are any final documents or outstanding invoices, please submit them by [Insert Submission Deadline].

Thank you once again for your hard work.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]