

# Project End Notification

Date: [Insert Date]

Dear [Vendor's Name],

We hope this message finds you well. We would like to formally notify you that the [Project Name] has reached its conclusion as of [End Date]. We appreciate your valuable contributions and support throughout this project.

As we wrap up, please ensure that all outstanding invoices and deliverables are submitted by [Final Submission Date]. Should you have any questions or require further assistance, feel free to reach out to us.

Thank you once again for your partnership and collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]