

# Letter of Demand for Early Project Completion Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally demand verification of the completion status of the [Project Name] project. According to our agreement dated [Insert Date], the project was scheduled for completion on [Insert Completion Date].

Given the current timeline and the progress reports received, I am concerned about whether all milestones have been met and whether the project can meet the original completion schedule. Therefore, I request a detailed verification of the project status, including any outstanding tasks and expected completion dates.

Please provide this information by [Insert Deadline], so we can discuss any necessary adjustments or further actions that may need to be taken.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]