

# Follow-Up on Project Completion Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the completion of the [Project Name] project. As we had previously anticipated finishing ahead of schedule, I wanted to confirm the finalized details and any next steps moving forward.

Could you please confirm the completion status at your earliest convenience? Additionally, if there are any outstanding items or feedback needed, please do not hesitate to let me know.

Thank you for your cooperation, and I look forward to your prompt response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]