

Notification Request for Project Finish Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation regarding the completion of the [Project Name] project which was scheduled to be finished by [Original Finish Date].

As we approach the deadline, it is imperative for us to finalize our records and ensure all deliverables meet the expected standards. Your confirmation will greatly assist in maintaining our project momentum and facilitate any necessary follow-up actions.

Please respond by [Response Deadline] to confirm the project status or to discuss any outstanding items that may require attention.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]