

# Project Milestone Handoff

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Handoff of Project Milestone

Dear [Client's Name],

I hope this message finds you well. We are pleased to inform you that we have completed the [Insert Milestone Name] for the [Project Name]. It is our pleasure to hand off this milestone to you for your review and feedback.

Key Deliverables:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Next Steps:

- Review the delivered items.
- Provide feedback by [Insert Deadline].
- Schedule a follow-up meeting if needed.

We appreciate your collaboration and support throughout this phase of the project. Please do not hesitate to reach out should you have any questions or require further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]