

Project Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Client Name]

[Client Title]

[Client Company]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to formally accept the completion of the [Project Name] project, as per the specifications outlined in our agreement dated [Agreement Date]. We confirm that all deliverables have been met and the project objectives achieved.

We appreciate your collaboration and support throughout this process. Attached are the final project documents for your records.

Thank you for choosing [Your Company]. We look forward to future opportunities to work together.

Sincerely,

[Your Name]

[Your Title]

[Your Company]