

# Project Closure Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confirmation of Project Closure - [Project Name]

Dear [Recipient Name],

I am writing to formally confirm the closure of the [Project Name]. As per the project plan and documented objectives, we have successfully completed all deliverables as of [Completion Date].

The final report, including all relevant documentation and lessons learned, has been attached for your records. We appreciate your support and collaboration throughout the project.

Please feel free to reach out if you have any questions or require further information.

Thank you for your participation and support.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]