

Project Completion Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Completion of [Project Name]

Dear [Recipient's Name],

We are pleased to inform you that the [Project Name] has been successfully completed as of [Completion Date]. This project was initiated on [Start Date] and completed in accordance with our timeline and budget.

Throughout this project, we achieved the following milestones:

- [Milestone 1]
- [Milestone 2]
- [Milestone 3]

The final deliverables have been submitted and we believe that they meet the standards and requirements outlined in our project plan. We would like to thank you for your support and collaboration during this process.

Additionally, we would appreciate any feedback you may have regarding the project and its outcomes.

Thank you once again for the opportunity to work on this project. We look forward to future collaborations!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]