

Project Completion Date Agreement

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that we have reached an agreement regarding the completion date for the [Project Name]. After thorough discussions, we have mutually decided to set the project completion date as [Insert Completion Date].

This agreement ensures that both parties have aligned expectations and can proceed accordingly. Please find the terms of the agreement below:

- Project Name: [Project Name]
- Agreed Completion Date: [Insert Completion Date]
- Final Deliverables: [List of Deliverables]

We appreciate your collaboration and commitment to the successful completion of this project. Please sign and return a copy of this letter to acknowledge your agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Agreed and Accepted by:

[Recipient's Name & Date]