

Project Step Closure Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Acknowledgment of Project Step Closure

Dear [Recipient's Name],

I am writing to formally acknowledge the closure of [Project Name] Step [Step Number/Description]. This step has been completed successfully as of [Completion Date].

We appreciate the hard work and dedication demonstrated by the team throughout this phase. The following objectives have been met:

- [Objective 1]
- [Objective 2]
- [Objective 3]

As we move forward to the next phase, we will ensure that all learnings and outcomes from this step are documented for future reference.

Thank you once again for your contributions. If you have any questions or require further details, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]