

Formal Notification of Project Completion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally notify you that the [Project Name] has been successfully completed as of [Completion Date]. This project aimed to [brief description of project objectives and goals].

Throughout the project duration, we have achieved significant milestones, including [list key achievements or deliverables]. We are grateful for the support and collaboration from your team, which was pivotal in reaching our goals.

Please find attached the final project report and any relevant documents for your review. Should you have any questions or require further information, feel free to reach out to us.

Thank you once again for your partnership and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]