

Project Deliverable Affirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Affirmation of Project Deliverables

Dear [Recipient Name],

I am writing to formally affirm the completion and delivery of the following project deliverables as outlined in our project agreement:

- **Deliverable 1:** [Description of Deliverable 1]
- **Deliverable 2:** [Description of Deliverable 2]
- **Deliverable 3:** [Description of Deliverable 3]

All deliverables have been completed per the agreed specifications and within the allocated timeframe. We are confident that these deliverables meet the quality standards set forth at the project's inception.

Your acknowledgment of receipt and acceptance of these deliverables is requested at your earliest convenience.

Thank you for your collaboration on this project.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]