

[Your Name]

[Your Position]

[Your Company]

[Date]

Dear [Recipient's Name],

I am writing to formally confirm the successful completion of the following milestone in our project:

**Milestone Title:** [Milestone Title]

**Completion Date:** [Completion Date]

**Description:** [Brief Description of the Milestone]

This milestone has been achieved according to the project timeline and meets the agreed-upon criteria. We appreciate your support and collaboration throughout this phase of the project.

Looking forward to our continued progress as we move towards the next phase.

Thank you.

Sincerely,

[Your Name]

[Your Contact Information]