

Work Product Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the receipt of the work products related to [Project Name]. We acknowledge that the following deliverables have been completed and submitted:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

We appreciate your efforts and dedication in delivering these products. Please let us know if there are any further requirements or if there is a need for discussion on any aspect of the project.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]