

Final Notification of Project Completion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

We are pleased to inform you that the [Project Name] undertaken by [NGO Name] has been completed successfully as of [Completion Date]. This project aimed to [briefly describe the project's objectives].

Throughout the course of the project, we have achieved the following outcomes:

- [Outcome 1]
- [Outcome 2]
- [Outcome 3]

We would like to extend our heartfelt gratitude to you and your organization for your support and collaboration during this project. Your contributions have been invaluable to our success.

Please find attached the final report and all relevant documentation concerning the project's execution and outcomes.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you once again for your support. We look forward to future collaborations.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]

[Contact Information]