

# Project Delivery Completion Announcement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Announcement of Project Delivery Completion

Dear [Recipient Name],

We are pleased to inform you that we have successfully completed the [Project Name] project as of [Completion Date]. Our team has worked diligently to ensure that all objectives were met and that the project was delivered on time.

The project encompassed the following key deliverables:

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

We appreciate your support and collaboration throughout this project. We believe that the outcomes will benefit [Stakeholder/Company Name] significantly.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]