

Completion Confirmation Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to confirm the successful completion of the services provided by your company as per the agreement dated [Insert Agreement Date].

Details of the completed project are as follows:

- Project Name: [Insert Project Name]
- Completion Date: [Insert Completion Date]
- Scope of Work: [Briefly Describe the Work Completed]

Thank you for your dedication and professionalism. We look forward to working with you on future projects.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]