

Project Closure Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Project Closure for [Project Name]

Dear [Recipient's Name],

I am writing to formally confirm the closure of the [Project Name] project, which was initiated on [Start Date] and concluded on [End Date].

The project has successfully achieved the following objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

All deliverables have been completed and accepted by the stakeholders. If there are any final documentation or reports required, please let me know. We appreciate the support and collaboration from your team throughout the project.

Thank you for your cooperation and commitment.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]