

Project Wrap-Up Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Project Wrap-Up

Dear [Recipient's Name],

We are pleased to inform you that the [Project Name] has successfully reached its conclusion as of [Completion Date]. We appreciate your participation and support throughout this project.

Key Deliverables Achieved:

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

We will be conducting a final review meeting on [Meeting Date] to discuss the outcomes and gather feedback. Please let us know if you will be able to attend.

Thank you once again for your contributions. We look forward to your feedback and hope to collaborate on future projects.

Sincerely,

[Your Name]

[Your Position]

[Your Company]