

Milestone Completion Confirmation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are pleased to confirm the successful completion of the following milestones for the [Project Name]:

- Milestone 1: [Description] - Completed on [Completion Date]
- Milestone 2: [Description] - Completed on [Completion Date]
- Milestone 3: [Description] - Completed on [Completion Date]

This completion aligns with our project timeline and quality expectations. We appreciate your hard work and dedication.

Please feel free to reach out if you have any questions or require further information.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]