

# Project Delivery Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that the project titled "[Project Name]" has been successfully delivered on [Delivery Date]. We appreciate the opportunity to work with you and your team.

The details of the project delivered are as follows:

- Project Scope: [Brief description of the project]
- Delivery Date: [Delivery Date]
- Key Deliverables: [List of deliverables]

Please confirm the receipt of the project by signing and returning the acknowledgment below:

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[Recipient's Name]

[Recipient's Position]

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]