

Project Closure Notification

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to formally notify you that the [Project Name] is now complete as of [Completion Date]. We appreciate your efforts and contribution throughout the project duration.

All deliverables have been reviewed and accepted, and we are satisfied with the outcomes. As per our agreement, please ensure that all remaining documentation and invoices are submitted by [Submission Deadline].

Thank you once again for your support and collaboration. We look forward to potentially working together on future projects.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]