

# Milestone Completion Notice

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that we have successfully completed the milestone of [Insert Milestone Name], as outlined in our construction agreement dated [Insert Agreement Date]. This milestone includes a comprehensive quality check conducted by our team to ensure that all specifications and requirements have been met.

Details of the Completion:

- Milestone Name: [Insert Milestone Name]
- Date of Completion: [Insert Completion Date]
- Quality Check Results: [Summarize Quality Check Findings]

We appreciate your ongoing support and collaboration on this project. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]