

Final Milestone Review Letter

Date: [Insert Date]

To: [Grant Recipient's Name]

Address: [Grant Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that the final milestone review for your grant project titled "[Project Title]" has been scheduled for [Insert Date of Review]. We appreciate your dedication and efforts throughout the project duration.

As part of the review process, please ensure that you submit the following documentation by [Insert Submission Deadline]:

- Final report summarizing project outcomes
- Financial report detailing expenditures
- Any supporting data or supplementary materials relevant to the review

The review committee looks forward to discussing your project's achievements and evaluating its impact. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your commitment to excellence in your work, and we look forward to your presentation.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]