

Project Completion Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Completion of [Project Name]

Dear [Recipient Name],

We are pleased to inform you that the [Project Name] has been successfully completed as of [Completion Date]. Our team has worked diligently to meet the objectives outlined in the project proposal, and we are confident that the outcomes will provide significant benefits to your organization.

Key deliverables of the project include:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

We appreciate the support and collaboration provided by your team throughout this process. Attached to this letter, you will find the final project report, along with any necessary documentation for your records.

Please feel free to reach out if you have any questions or require further assistance regarding the project.

Thank you for the opportunity to work with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]