

Contract Delivery Milestones

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Subject: Contract Delivery Milestones

Dear [Recipient Name],

We are pleased to outline the delivery milestones pertaining to our contract [Contract Number/Title]. Below are the key milestones along with their respective deadlines:

Milestone	Description	Deadline
Milestone 1	[Description of Milestone 1]	[Deadline Date]
Milestone 2	[Description of Milestone 2]	[Deadline Date]
Milestone 3	[Description of Milestone 3]	[Deadline Date]

We appreciate your cooperation and look forward to successfully achieving these milestones together. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,
[Your Name]
[Your Position]
[Your Company]