

Project Contract Delivery Dates

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Subject: Project Contract Delivery Dates

Dear [Client's Name],

We are pleased to provide you with the delivery dates for the [Project Name] as part of our contract. We have outlined the key milestones and their respective completion dates below:

- Initial Project Kickoff: [Insert Date]
- Phase 1 Completion: [Insert Date]
- Phase 2 Review: [Insert Date]
- Final Deliverables Submission: [Insert Date]
- Project Closure Meeting: [Insert Date]

Please feel free to reach out if you have any questions or require further information.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]