

Project Finalization Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Position]

Subject: Finalization of [Project Name]

Dear [Recipient's Name],

We are pleased to inform you that the [Project Name] has been successfully completed as of [Completion Date]. We appreciate your support and collaboration throughout the project period.

The key outcomes of the project include:

- [Outcome 1]
- [Outcome 2]
- [Outcome 3]

Please find attached the final project report and any relevant documentation for your review.

Thank you once again for your contributions and support. Should you have any questions or require further information, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]