

Contract Milestone Acknowledgment

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the completion of the first milestone as outlined in our contract dated [Insert Contract Date]. This milestone was achieved on [Insert Completion Date], and we appreciate your efforts in ensuring its successful completion.

Details of the milestone accomplished:

- Milestone Description: [Insert Description]
- Date of Completion: [Insert Date]
- Payment Due: [Insert Amount]

Please confirm your receipt of this acknowledgment and do not hesitate to reach out if you have any questions or require further details.

Thank you for your commitment to this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]