

Interim Milestone Verification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Verification of Interim Milestone

We are writing to confirm the verification of the interim milestone for [Project Name] as of [Date]. After thorough evaluation, we have determined that the following milestones have been successfully achieved:

- [Milestone 1 Description] - [Details]
- [Milestone 2 Description] - [Details]
- [Milestone 3 Description] - [Details]

We appreciate the ongoing collaboration and efforts from your team. Please let us know if you require any additional information or documentation regarding this verification.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]