

Milestone Completion Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to inform you that we have successfully completed the milestone of [Milestone Name/Description] as part of the [Project Name] project. This milestone was achieved on [Completion Date].

The completion of this milestone included the following key deliverables:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

We are excited about the progress we have made and are eager to continue with the next phases of the project.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]