

Final Milestone Summary

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Project Title: [Project Title]

Milestone Summary:

- **Milestone 1:** [Description] - Completed on [Date]
- **Milestone 2:** [Description] - Completed on [Date]
- **Milestone 3:** [Description] - Completed on [Date]
- **Final Deliverables:** [Description of final deliverables]

Total Amount Due:

[Insert Total Amount]

Payment Instructions:

Please make the payment by [Due Date] via [Payment Method].

Thank You!

We appreciate your business and look forward to working with you again.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]