

[Date]

[Client Name]

[Client Company]

[Address]

[City, State, Zip Code]

Subject: Notification of Project Completion and Contract Conclusion

Dear [Client Name],

This letter serves as formal notification that the project [Project Name/Contract Number] has been successfully completed as of [Completion Date].

We have delivered all final requirements and milestones according to the terms outlined in the contract signed on [Contract Start Date]. Please find the final project report and deliverables attached for your records.

In accordance with our agreement, this marks the formal conclusion of our contract. We kindly request that any outstanding payments be settled by [Due Date] as per the final invoice attached.

It has been a pleasure working with your team. We hope the results meet your expectations and look forward to the possibility of collaborating again in the future.

Please acknowledge receipt of the final deliverables and the conclusion of this contract by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]