

[Sender Name]
[Sender Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]

RE: Notice of Discovery Phase Completion - [Project Name]

Dear [Recipient Name],

We are pleased to inform you that the Discovery Phase for [Project Name] has been officially completed as of [Date].

Over the past [Number] weeks, our team has conducted a comprehensive analysis of your requirements, business goals, and technical constraints. This phase has provided us with the necessary insights to establish a clear roadmap for the remainder of the project.

Summary of Completed Deliverables:

- Final User Research and Stakeholder Interview Reports
- Detailed Technical Requirements Specification
- Finalized Project Scope and Timeline
- Budget Validation and Resource Allocation Plan
- [Additional Deliverable]

Attached to this letter, you will find the **Discovery Phase Final Report**. This document serves as the foundational blueprint for the upcoming Execution/Development Phase.

Next Steps:

We have scheduled a formal sign-off meeting for [Date/Time] to review these findings and obtain your approval to proceed. Following your signature, we will initiate the next phase of the project on [Start Date].

Thank you for your collaboration during this critical stage. We look forward to moving into the implementation phase.

Sincerely,

[Signature]
[Sender Name]
[Company Name]