

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Execution of [Contract Name/Reference Number]

Dear [Client Name],

Please find enclosed a fully executed copy of the [Name of Agreement] dated [Date], which has now been signed by all parties.

With the delivery of this document, we have completed the following items:

- [Completed Item 1]
- [Completed Item 2]
- [Completed Item 3]

Please note the following key dates and upcoming obligations as outlined in the contract:

- Commencement Date: [Date]
- Next Payment/Milestone: [Date/Description]
- Expiration/Renewal Date: [Date]

We recommend that you keep this original document in a secure location for your permanent records. At this time, our file for this specific matter is now closed. However, we remain available should you require assistance with the implementation of the terms or any future projects.

It has been a pleasure working with you. If you have any questions regarding the enclosed, please contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Enclosure: Executed [Contract Name]