

[Agency Name]  
[Agency Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Company]  
[Client Address]  
[City, State, Zip Code]

Subject: Project Deployment Schedule - [Project Name]

Dear [Client Contact Name],

We are pleased to inform you that [Project Name] has successfully cleared the final testing phase. We are now ready to proceed with the official deployment. Below is the scheduled timeline for the rollout:

- **Pre-Deployment Briefing:** [Date and Time]
- **Deployment Start Date:** [Date and Time]
- **Expected Completion:** [Date and Time]
- **Post-Deployment Review:** [Date and Time]

During the deployment window, our team will be monitoring the systems in real-time to ensure a smooth transition. Please note that [mention any expected downtime or site freezes if applicable].

Your primary point of contact during this process will be [Name of Project Manager] at [Phone Number/Email].

We look forward to a successful launch and the continued growth of our partnership.

Best regards,

[Your Name]  
[Your Title]  
[Agency Name]