

**Date:** [Insert Date]

[Client Name]  
[Client Company]  
[Client Address]

**Subject: IT Site Deployment Confirmation - [Project Name/Site ID]**

Dear [Contact Person Name],

This letter serves as formal confirmation that the IT deployment at [Site Name/Location] has been successfully completed as of [Completion Date].

The following tasks and installations were performed during this deployment:

- [Task 1: e.g., Network hardware installation and configuration]
- [Task 2: e.g., Server rack setup and cabling]
- [Task 3: e.g., Workstation deployment and software imaging]
- [Task 4: e.g., Connectivity and security testing]

All systems have been verified to meet the project specifications. Final testing was conducted, and the site is now fully operational.

Please find attached the [Inventory List / Sign-off Sheet / Site Photos] for your records. If you require any further information or technical support regarding this specific deployment, please contact me at [Phone Number] or [Email Address].

Thank you for the opportunity to work on this project.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]