

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Notification of Contract Completion and Project Closure

Dear [Client Name],

This letter serves as formal notification that the services outlined in the contract dated [Contract Start Date] regarding [Project Name/Contract Reference Number] have been successfully completed as of [Completion Date].

We have delivered all final reports, assets, and deliverables associated with this agreement. Please find the final invoice attached for the remaining balance. Upon receipt of the final payment, the project account will be officially closed.

We would appreciate it if you could confirm receipt of the final deliverables and signify your formal acceptance of the work performed. If you have any questions or require further clarification regarding the transition of materials, please contact us by [Date].

It has been a pleasure working with your team. We value our professional relationship and look forward to the possibility of collaborating with you again in the future.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]