

[Your Name]
[Your Job Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Job Title]
[Client Company Name]
[Client Address]

Subject: Formal Notice of Contract Completion - [Project Name/Contract Number]

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] has successfully completed all deliverables and services outlined in the contract dated [Start Date] regarding [Project Name/Assignment Title].

As of [Completion Date], the assignment is officially closed. We have submitted all final reports, documentation, and assets associated with this project. Please confirm receipt of these items and let us know if there are any outstanding administrative requirements to finalize the closure.

We would like to take this opportunity to thank you for the professional collaboration. We have valued the partnership with [Client Company Name] and look forward to the possibility of working together again in the future.

Please acknowledge the completion of this contract by signing below or providing a written acceptance of the final deliverables.

Sincerely,

[Your Signature]

[Your Printed Name]