

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

Subject: Closure of Knowledge Transfer Project

We are pleased to inform you that the Knowledge Transfer Project, initiated on [Start Date], has been successfully completed as of [Completion Date].

Throughout the project, we have achieved the following key milestones:

1. [Milestone 1]

2. [Milestone 2]

3. [Milestone 3]

We appreciate the contributions and collaboration from your team, which greatly facilitated the success of this project. The transfer of knowledge and resources has been documented and is now stored in the [Location of Documentation].

As we bring this project to a close, we invite you to reach out if any questions or further assistance is needed regarding the material shared. Thank you for your partnership and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]