

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Closure Notification for QGIS Project

I hope this message finds you well. I am writing to formally notify you of the closure of the QGIS project titled "[Project Title]" as of [Closure Date].

As we reach the project's conclusion, I would like to take a moment to thank you and your team for your invaluable contributions and collaboration throughout this process.

All project deliverables have been completed and submitted as per our timeline, which includes:

- [List of Deliverables]

Please let us know if you have any questions regarding the final outputs or if there are additional matters you would like to discuss.

Thank you once again for your partnership, and I look forward to the opportunity to work together on future projects.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Organization]