

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Project Closure Notification for [Project Name]

I am writing to formally notify you of the closure of the [Project Name] project, which has reached its successful conclusion as of [Closure Date].

Throughout the Software Development Life Cycle (SDLC), we have achieved all the outlined objectives, including:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Additionally, the deliverables have been accepted and signed off by the stakeholders, confirming that all requirements have been met satisfactorily.

The key highlights of the project include:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

As part of the closure process, we will be conducting a final review meeting on [Meeting Date] to discuss project outcomes, lessons learned, and any final thoughts from the team and stakeholders.

Thank you for your collaboration and support throughout this project. We appreciate your commitment to its success.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]