

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Completion Notification of SDLC Phase - [Phase Name]

We are pleased to inform you that the [Phase Name] of the Software Development Life Cycle (SDLC) has been successfully completed as of [Completion Date].

The following key activities were accomplished during this phase:

- [Activity 1]

- [Activity 2]

- [Activity 3]

The completion of this phase allows us to move forward to the next phase, [Next Phase Name], scheduled to begin on [Start Date]. We anticipate that this will further enhance our progress towards delivering a high-quality [Project Name].

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]