[Your Company Letterhead]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
Dear [Recipient Name],
Subject: Completion of SDLC Project
I am pleased to inform you that the Software Development Life Cycle (SDLC) project titled "[Project Name]" has been successfully completed as of [Completion Date].
Throughout this project, our team has dedicated themselves to delivering a product that meets the outlined requirements and objectives. We have completed all phases of the SDLC, including the requirements gathering, design, development, testing, and deployment stages.
Key deliverables include:
- [List key deliverables]
- [List key deliverables]
- [List key deliverables]
We have conducted thorough testing to ensure that the product functions as intended and meets all quality standards. The final product is now ready for deployment and has been documented appropriately for your reference.
Please find attached the final project documentation, including user manuals and technical specifications.
We appreciate your trust and collaboration throughout this project. Should you have any questions or require further assistance, please do not hesitate to reach out.
Thank you once again for the opportunity to work with you.
Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]