

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

Dear [Recipient Name],

Subject: Project Closure Notification for [Project Name]

I hope this message finds you well.

I am writing to formally notify you that the [Project Name] has reached its completion as of [Completion Date]. This project, focused on leveraging VMware solutions for [brief project description or objectives], has successfully met all our predefined goals and deliverables.

Key outcomes of the project include:

- [Outcome 1]
- [Outcome 2]
- [Outcome 3]

We have conducted a final review and have documented all lessons learned, which can be referred to for future projects. All relevant documentation will be provided to ensure a smooth transition and closure.

We appreciate your support and collaboration throughout this project. If you have any questions or require further information, please do not hesitate to reach out.

Thank you once again for your partnership.

Best regards,

[Your Name]  
[Your Title]  
[Your Company]