[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Acknowledgment of Project Completion**

Dear [Consultant’s Name],

On behalf of [COMPANY NAME], I am writing to formally acknowledge the successful completion of the consulting project titled [Project Name], which commenced on [START DATE] and concluded on [COMPLETION DATE].

We sincerely appreciate the expertise, dedication, and professionalism you demonstrated throughout this engagement. Your work has provided [*brief description of key outcomes, e.g., “valuable insights into our operations,” “a clear roadmap for future growth,” or “innovative solutions to critical challenges”*], which we believe will have a lasting positive impact on our organization.

**Deliverables and Next Steps**:

We confirm receipt of all agreed deliverables, including:

* [*Deliverable 1*]
* [*Deliverable 2*]
* [*Deliverable 3*]

Should any follow-up or additional support be required, we will not hesitate to reach out.

Once again, thank you for your contributions to [COMPANY NAME]. We look forward to the possibility of collaborating with you on future initiatives. If there are any matters requiring final discussion or documentation, please contact me at [Email Address/Phone Number].

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]