

Formal Project Completion Notice

Subject: Grant Project Completion - Final Report Submission

Dear [Program Officer],

I am pleased to report the successful completion of our grant-funded project "[Project Title]" under grant agreement [Grant Number]. The project concluded on schedule on [End Date], having achieved all specified objectives.

Our key accomplishments include:

- [Major achievement 1]
- [Major achievement 2]
- [Major achievement 3]

All grant funds have been expended in accordance with the approved budget, with detailed financial records maintained throughout the project period. The total amount of \$[Total Grant Amount] was utilized as follows: [brief budget summary].

Enclosed please find our comprehensive final report, which includes detailed outcome metrics, financial statements, and supporting documentation. We have also prepared a brief executive summary highlighting the project's impact and lessons learned.

This project has significantly advanced our mission, and we are grateful for your organization's support. The outcomes will continue to benefit our community long beyond the grant period.

We look forward to sharing these results with the broader field and welcome any opportunities to discuss our findings.

With sincere appreciation,

[Your Name]

[Principal Investigator/Project Director]

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