# [Insert Project Name]

## Project Background & Objectives

[Insert the project background and objectives from the Project Plan to provide context for the reader.]

## Project Deliverables

The following deliverables were accepted on the date listed:

| Deliverable | Date Accepted |
| --- | --- |
|  |  |
|  |  |
|  |  |

## Acceptance

Please indicate your acceptance of the completion of the project with your signature below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| [Client Name] |  | Date |  | [Sponsor’s Name] |  | Date |
| [Client Organization] |  |  |  | [Project Organization] |  |  |