



Project Milestones Acceptance Letter Template

Customer's Company Name: Smartsoft

Customer's Address:

Date:

Subject: Project Milestone Acceptance Letter "IX-RD-PS-SMARTSOFT-01"

Dear **Jose Reynoso**

In accordance with the **Project Plan** and the agreements set out in the **Statement of Work (SOW)**, we are pleased to inform you that the **project milestones** have been completed and accepted as agreed. Below, we detail the relevant information about the **milestones achieved** and the confirmation of acceptance of each one.

Project Summary:

- **Project Name:** Implementation document processing tool
- **Start Date:**
- **Project End Date:**
- **Client:** Smartsoft

Milestones and Acceptance of Deliverables:

The milestones of the project **and their corresponding acceptance by the client** are detailed below:

Milestone	Description	Committed Delivery Date	Current Status	Date of Acceptance	Customer Reviews
Requirements document	Detailed document with solution requirements and functional specifications.	03/03/2025	Approved	Date of Acceptance	Feedback
Architecture and estimation	Solution Architecture Preview, Components, and Cost Estimate	05/03/2025	Approved	Date of Acceptance	Feedback
Deployment and configuration	Deploy your solution to the AWS console	10/03/2025	Approved	Date of Acceptance	Feedback
Manuals and training	Training sessions and delivery of manuals to the end-user team.	12/05/2025	Approved	Date of Acceptance	Feedback
Tests	Final deployment of the solution to run a testing period and formal closure of the project.	14/05/2025	Approved	Date of Acceptance	Feedback

**Confirmation of Acceptance of Milestones:**

Smartsoft hereby confirms the acceptance of the milestones mentioned in the previous table and their compliance as agreed. All deliverables associated with these milestones have been reviewed, validated and approved.

Final Documentation:

The project has been delivered in accordance with the requirements set out in the **SOW** and the **Project Plan**, including the final documentation of:

- Manuals and user guides.
- Final project report.
- Technical and maintenance documentation.

Gratitude:

We thank **Smartsoft** and its team for the ongoing collaboration and support during all phases of the project. We are satisfied with the results achieved and are confident that the delivered system will contribute to the success of your organization.

We hereby confirm acceptance of the project milestones.

Kind regards

Julio Diaz
AWS Regional Solutions Architect
Intcomex Cloud

Signature: _____

Date: _____

Customer Confirmation:

Please sign below to confirm formal acceptance of the project milestones:

Jose Reynoso
Chief Executive Officer

: Signed: _____

Date: _____