**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**