
Wrapping Up a Project

When to use it:

Send this email when a project is nearing completion, or has been fully completed. It's a great way to wrap things up professionally, reiterate the value you've provided, and set the stage for future collaborations or referrals! Just like a pretty bow on a beautifully wrapped gift!

Subject line options (choose one):

- Wrapping Up [Project Name]
- All Done! Here's the Wrap-Up for [Project Name]
- [Project Name] – Final Thoughts and Next Steps

Body:

Hi [Client's Name],

I hope you're doing well!

I just wanted to send a quick note to officially wrap up [Project Name]. It's been a pleasure working on this, and I'm thrilled with how things turned out. [Add any specific highlights of the project that you're proud of.]

Here's a quick summary of what's been completed:

- [List key deliverables or milestones that have been successfully completed.]
- [Add any final thoughts or feedback you'd like to share.]

If you have any final thoughts, questions, or requests for tweaks, just let me know—I'm happy to help. If everything looks good to you, please feel free to sign off, and we'll consider the project officially completed!

Thank you so much for the opportunity to work together. It's been a pleasure, and I'm looking forward to the possibility of collaborating again in the future.

Thanks so much!

[Your Name]

[Your email signature including a website or LinkedIn link]

Not quite what you're looking for? Try these ChatGPT prompts to customize your message.

- "Make this more formal, as if I'm wrapping up a corporate project."
- "Add a friendly reminder about any final payments or outstanding invoices."
- "Adjust this email to include a request for a testimonial or referral."
- "Adjust this to sound more like a thank you note, with less focus on the technical details."