Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

The Dean

Sponsored Research and Consultancy (SRC)

IIT Hyderabad

**Sub: Completion of project deliverables i.r.o Project No. \_\_\_\_\_\_\_\_\_\_\_\_ intimation -reg**

Sir,

This is to inform that the necessary project deliverable in respect of the project cited above have been completed and a report on the deliverable has been submitted to the sponsor/client /agency vide my letter/email dated\_\_\_\_\_\_\_\_\_\_\_ (Copy of communication is enclosed).

This is also to inform that:

1. There are no pending activities to be carried out in the said project as on date by IITH.
2. All the sums due to IITH have been received.
3. GST and other statutory payments are received from the client/agency.
4. Warranty obligations are not applicable in the project deliverables.
5. Others if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In view of the above, it is requested that the project cited above may be closed formally and the agreement term entered into may be treated as completed and notified to the parties concerned.

With regards,

Yours sincerely,

(Name of the PI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

(Signature of the PI)\_\_\_\_\_\_\_\_\_\_\_\_)

Encl: As above