**NOTIFICATION TEMPLATE FOR COMPLETION OF READINESS GRANT PROJECTS**

 Implementing entity address

Address

[*Date*]

The Adaptation Fund Board

1818 H Street NW

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USA

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**Subject: Notification of readiness project completion**

This letter is to inform you that the project to implement the grant proposal for [*South-South cooperation*] [*Technical assistance for the ESP and gender policy*] [*Gender policy*] approved by the Adaptation Fund Board on [*Date*] has officially been completed. Details of the project completion are below:

**Implementing Entity:**

**Country:**

**Grant Type:** [*TA Grant for the ESP and gender policy*] [*South-South Cooperation Grant*] [*TA Grant for the Gender Policy*]

**Project Description:** Grant to support national implementing [*accreditation through South-South cooperation*] [*sourcing of technical assistance for assessment and management of environmental, social and gender risks within projects and programmes*] [*sourcing of technical assistance for assessment and management of gender risks within projects and programmes*] in [*name of country*]

**Project Start Date:** [*Date*]

**Project Completion Date:** [*Date*]

Sincerely

[*Name*]

[*Position*]

[*Email*]

[*Telephone*]