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|  |  |
| Date | Reference number |
| 202X-XX-XX | 304-XXX-202X |
|  |  |

Organisation
LP contact person name
E-mail address

**Confirmation of project closure – Project ID + Acronym**

You have previously received the final payment decision for the NPA preparatory project “Project”. Based on this, I would hereby like to confirm the formal closure of your project.

With reference to the Grant Letter and the legal provisions listed in this, I would like to draw your attention to some obligations that need to be fulfilled after project closure.

Especially note that all files, data and project accounts with supporting documents related to the project should be kept available for a period of five years following the end of the calendar year in which the last payment by the MA to the project was made. Longer retention periods may apply in case of state aid or in accordance with national rules.

We recommend you to retain and archive all documentation at least until the end of 2029.

On behalf of the Managing Authority, the Joint Secretariat and the Programme Monitoring Committee, I would like to thank you and all who contributed to the projects´successful implementation for your cooperation. We sincerely hope that transnational cooperation as a way to develop innovative ideas and contribute to improving the quality of life in the programme area, will be kept in mind and will be continuously used to strengthen local and regional development.

Kind regards,

Annika Blomster
Programme Director
NPA Managing Authority