To whom it may concern

This letter serves to confirm that (company/firm name) was able to perform a full migration of data from old financial management system to a new one for (municipality name). The municipality can confirm that the following items were fully achieved.

* Migration of all closing balances. ⃝
* Reconciliation of closing balances to all related historical transactions. ⃝
* Migration of all other related data sets such as debtors’ and creditors’ age analysis, debtors’ and creditors’ information, etc. ⃝
* The migration process took a period of (state period in months or years)

The municipality engaged (company name) from (DD/MM/YYYY) with the contract expiring on (DD/MM/YYYY) and has been satisfied with the services provided up to this point.

Yours faithfully

(Municipal Manager / Chief Financial Officer)