

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Ahead of Schedule Notification

We are pleased to inform you that [Project/Task Name] is progressing ahead of schedule. As of [Current Date], we have successfully completed [Percentage/Specific Milestones] of the project, which was originally slated for completion on [Original Completion Date].

This advancement allows us to [mention any benefits, such as reallocating resources or beginning the next phase sooner]. We appreciate the hard work and dedication of our team and all stakeholders involved.

Should you have any questions or require further details, please feel free to reach out to me directly.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]