

[Your Company Letterhead]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of Ahead of Schedule Work

We are pleased to confirm that the project titled [Project Name] is ahead of schedule. As of [Current Date], we have completed [describe completed milestones or tasks] ahead of the projected timeline.

This accomplishment is a result of the dedicated efforts of our team, and we appreciate your support throughout the process. We remain committed to maintaining this pace and delivering exceptional results.

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

Thank you for your continued collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]