

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I will be able to complete [specific task or project] ahead of schedule. The new estimated completion date is [new date], which is [insert time frame, e.g., one week] earlier than initially planned.

Please let me know if this adjustment is suitable for you or if there are any further requirements.

Thank you for your attention, and I look forward to your response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]