

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of Ahead of Deadline

I hope this message finds you well. I am writing to formally acknowledge the submission of [specific project/document/assignment] which was completed ahead of the scheduled deadline of [original deadline date]. I would like to express my appreciation for your diligence and dedication in delivering this work ahead of time. This accomplishment demonstrates your commitment to excellence and supports our goals for [project/objective].

Thank you once again for your efforts. Please let me know if there is anything further you need from my end.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]