

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that I will be submitting [specific project, report, or assignment] ahead of the scheduled deadline.

The completion of this [project/report/assignment] by [original deadline date] has enabled me to finish it earlier than anticipated. I believe that submitting it now will allow you ample time for review and consideration.

Please find the attached [document, link, etc.], and do not hesitate to reach out if you have any questions or require further information.

Thank you for your attention.

Best regards,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]