

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

Dear [Recipient Name],

I hope this message finds you well.

I am pleased to inform you that we have successfully completed the [Project Name] ahead of schedule. The project was initially set to be delivered on [original delivery date], but we are excited to announce that we have completed all milestones and are ready to deliver on [early delivery date].

We appreciate your support and collaboration throughout this process. Our team has worked diligently to ensure that we maintain both quality and efficiency, resulting in this early completion.

Please let us know if you would like to schedule a meeting to discuss the next steps or have any questions regarding the project.

Thank you for your continued partnership.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]