

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Completion of Work

We are pleased to inform you that the work on [Project Name/Description] has been successfully completed as of [Completion Date].

The scope of work included:

- [List key tasks or deliverables]
- [List key tasks or deliverables]
- [List key tasks or deliverables]

We appreciate your support and collaboration throughout this project.

Should you have any questions regarding the completed work, please feel free to reach out.

Thank you for the opportunity to work with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]