

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to confirm the completion of the services outlined in our agreement dated [insert date]. As of [insert completion date], all tasks have been successfully fulfilled to our mutual satisfaction.

Please feel free to reach out if you have any questions or need further information.

Thank you for the opportunity to work together.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]