

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

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

Dear [Recipient's Name],

Subject: Completion of Project Work

I hope this letter finds you well. I am writing to formally inform you that we have successfully completed the [Project Name] on [Completion Date].

Throughout the course of this project, we aimed to [briefly outline the project goals or objectives]. I am pleased to report that we have met all the established objectives, including [mention any key achievements or milestones].

I would like to express my gratitude for the support and collaboration from your team, which was instrumental in our success.

Please find attached the final report and any relevant documentation for your review.

Thank you once again for the opportunity to work on this project. If you have any questions or require further information, please feel free to reach out.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]