

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

Dear [Recipient's Name],

Subject: Confirmation of Completed Tasks

I hope this message finds you well. I am writing to formally confirm the completion of the following tasks:

1. [Task 1 Description] - Completed on [Date].
2. [Task 2 Description] - Completed on [Date].
3. [Task 3 Description] - Completed on [Date].

Please let me know if you require any further information or documentation regarding these tasks. Thank you for your attention to this matter.

Best regards,

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