

[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: Declaration of Work Completion

I am writing to formally declare that the work on [Project/Task Name] has been completed as of [Completion Date].

The completed work includes:

- [Brief description of the work completed]
- [Any relevant details or specifications]

We believe that the project meets the specified requirements and adheres to the agreed-upon standards.

Please let me know if you require any additional documentation or further details regarding the work completed.

Thank you for your collaboration and support throughout this project.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]