

[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: Submission of Work Completion Report

I am pleased to submit my work completion report for [Project Name/Description], which was completed on [Completion Date]. This report outlines the objectives, methodologies, and outcomes of the project, as well as any relevant observations and insights gained during the process. A summary of the main points included in the report is as follows:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

I believe that this report accurately reflects the work conducted and the results achieved. Please find the detailed report attached for your review.

Thank you for the opportunity to work on this project. I look forward to any feedback you may have.

Sincerely,

[Your Name]
[Your Job Title]
[Department, if applicable]