

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

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

Dear [Recipient's Name],

Subject: Confirmation of Work Done

I am writing to confirm the completion of the work outlined in our agreement dated [start date of work]. The work was completed on [completion date], and I am pleased to report that it was executed successfully according to the specified requirements.

Details of the completed work:

- [Brief description of the work done]
- [Any relevant metrics, outcomes, or feedback received]

Please feel free to reach out if you have any questions or require further information regarding this matter.

Thank you for the opportunity to collaborate on this project.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]