

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

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

Dear [Recipient's Name],

Subject: Notification of Work Completion

I am pleased to inform you that the [specific project or task name] has been successfully completed as of [completion date].

The following deliverables have been achieved:

- [List key deliverables]
- [List key deliverables]
- [List key deliverables]

We appreciate your support throughout this process and look forward to any feedback you may have.

Thank you for the opportunity to work on this project.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]