

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Work Completion Notification

I am pleased to inform you that the project/work titled "[Project/Work Title]" has been successfully completed on [Completion Date]. The project was carried out as per the outlined objectives and scope defined in our agreement.

The following deliverables were achieved:

1. [Deliverable 1]
2. [Deliverable 2]
3. [Deliverable 3]

We appreciate the opportunity to collaborate with you on this project and are proud of the outcomes we have delivered. Please let us know if you need any further information or if there are additional steps to conclude this phase of our work.

Thank you for your partnership.

Sincerely,

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