

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Organization Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally confirm the completion of my graduation project titled "[Project Title]" as part of my requirements for the [Degree Program] at [University Name].

The project was undertaken in [semester/academic year] under the supervision of [Supervisor's Name]. It aims to [brief description of the project objectives].

I am pleased to inform you that all necessary components of the project have been successfully completed, including [list any major tasks, presentations, or assessments].

I would like to express my gratitude for your support and guidance throughout this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Student ID (if applicable)]
[Degree Program]