

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Early Project Completion Notification

We are pleased to inform you that the [Project Name] has been successfully completed ahead of schedule. The project was initially slated for completion on [Original Completion Date], but we reached completion on [Actual Completion Date].

We would like to take this opportunity to express our gratitude for your support and collaboration throughout the project. If you have any questions or require further documentation, please feel free to reach out.

Thank you once again for your partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]