

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the on-time submission of [specific document or project name] that was due on [due date].

The [document/project] was completed and submitted on [submission date], and I have taken the necessary steps to ensure that it meets all requirements outlined in [any specific guidelines or instructions].

Should you have any questions or need further information regarding the submission, please feel free to reach out.

Thank you for your attention. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Position (if applicable)]
[Your Company (if applicable)]