To: Tony Morrison

Subject: Completion of the project 'Titan'

Dear Mr. Morrison,

This is with reference to the subject cited above that project Titan has been completed successfully. You are requested to refer to the report of the said project attached to this email. It will give you more excited that I completed this project work before deadline and now the project is ready to be implemented. I am sure that this project will have positive results in the same manner as during the testing phase, once it is implemented.

Being the head of project Titan, I had to face a lot of challenges and hurdles in order to complete it but hats off to my sincere team members who did not take any hurdle into consideration and accompanied me through thick and thin during all phases of the project. Before implementing, you are requested to head a meeting of all members so that all pros. and cons. of the project would be discussed. At the same time, you are requested to go through the attached completion report and inform us about any change you want to incorporate in the work. Hopefully, this project will go live very soon.

In the end, I would like to say thanks for your support throughout this project. Without your guidance, this endeavor would have not been completed before time.

Yours Sincerely,

Anderson,

Head of Project Titan