To: Alex Stewart

Subject: Completion of the project Titan

Dear Mr. Stewart,

I am pleased to inform you through this email that road construction work, which was assigned to me on 1st May 20XX has been completed now on 22-04-20XX. It was a long project, supposed to be completed by June 20XX. It was all due to the hard work of my teammates that we completed the work one month before the deadline.

Your kind support and sincere guidance had enabled us to complete it successfully and before time. During the course of the project, we faced a lot of challenges coupled with a hurdle, but my teammates did not take into account any of the hurdles and stood by me throughout the accomplishment. Now, the road is ready to be inaugurated by the worthy [X]. You are requested to visit it formally so that if there is any deficiency, it could be overcome before time.

I say you again for your cooperation.

Yours affectionately,

Andrew Hudson.

Head of Road Construction Project