20th April 20XX

Gregor Smith  
MDM Group of Companies  
PO-09382 Nevin Grab Housing, Chicago, USA

Re. Request for Project Completion Certificate

Dear George,

I am glad to corroborate that I was given the latest project with GHK Groups and Co. which went very successfully. I worked very hard to make it triumphant and favorable. The project was about textile design. The project was much awaiting and it took very long to work upon. The project was signed on 20th March 2020 and it took one month to complete.

As it was promised by the company that the achievement of this project shall be granted with the certificate of excellence of project completion, that is why I am writing this to remind you and beseech you for the promised project completion certificate. This certificate has a vital role in my career as it will help and support me in further project accomplishments and will make my profile stronger and healthier as an Assistant Project Manager on various events.

Thank you in anticipation.

 Sincerely

(Signature)