7 May 20XX  
George William  
Manager XYZ Company  
NYC Street, 67899

Dear Mr. William,

This email is with reference to the subject mentioned above about the project XYZ that was contracted between you and our ABC Company has been accomplished successfully. You are therefore requested to refer to the report of the said project attached to this email. I am glad to make you eager with the news that the mentioned project has come to its final pace before the deadline that was signed as 30th May 20XX. I assure you that the project will give you a positive professional wave in its evaluation.

It is the result of professional and eager teamwork and well-conceived management that it was made possible much before the due date. Your highness shall be very appreciated if you have a look at the complete project report attached and let me know about any serious concerns or reservations of you.

I would not end without thanking you on behalf of my company for your continuous assistance in this project. It was a wonderful experience to work with you.

Regards

Tom Edward  
The Senior Manager  
MDM Groups and CO.