7 May 20XX  
John Steward  
Manager of ABC Company  
NYC Street, 988

Re. Project Completion Apprise

Dear Mr. Steward,

I am highly delighted to send you this email bringing your kind attention to project no. 9U12. It was assumed to be completed at the end of this year but with the diligent efforts of my team members, it was made able to complete it before more than three months. Construction contracts, usually, are seen as a falling victim of time-lapse and delay in their completion as building infrastructures and making their quality sure consumes more time but it was the result of tireless efforts and assiduous professional attitude of our project manager and team members of the company. Working with you was a wonderful experience for the company and I am looking forward to a line of greater experiences with you ensuing.

I shall pay high regard and thanks to your company as a client as it was never possible to deliver the project in its full completion without well-perceived ideas of your team members and their excellent communication. A report regarding the project and its completion along with all of your concerns have been attached to the email.

Thanks for choosing us to serve you.

Regards

Harry Luis

The Senior Project Manager

Silver Alums and Services