Joe Nevada

The General Manager  
Swati National Group of Industries  
34-c Zero Wing, Jelibeen Road, Brooklyn  
New York, US

20th March 20XX

Geraldo Alison  
The Director  
Questa House Co.  
Shamil Nelson-0023,  
Montreal, Canada

Re. Project Completion Letter

Dear Alison,

I am writing on behalf of Swati National Group of industries with which your reverend Managing Director signed a project of making a considerable amount of Textile Most. The project was contracted on 20th January 20XX and the due date for the completion of the project was 30th March 20XX. I am glad to inform you that the industrious work of our team and their tireless enthusiasm led to the completion of the project before the due date.

I invite you to visit the company and have a wonderful meeting with our director, CEO, and the project manager to discuss the details of the project. I am looking forward to the kind email from you confirming the date and time of the meeting. The company is happy working with you and looks forward to keeping this professional relationship strong and glued.

Thank you.

Sincerely,

Signature