[Company Name]  
[Address line]  
[Contact]

To Whom It May Concern

Re. Completion of the Construction Work of the Site w.r.t Contract no. 2302  
  
Dear Elbow,

I am glad to inform you that the construction works of the Stella-09 Site have been completed dated 01-02-20XX. The construction of the Stella-09 was contracted between Flexor Seven Morocco and OLUX Constructions.

The work was begun in mid-January 20XX which was contracted to be complete for 27 months. I am delighted to inform you that the work has been completed before the anticipated date. Contract details have been enclosed with the letter for your convenience.

It was one of the most significant of the mega projects in the country. It was also very much renowned for its complications as every corporation was looking forward to its completion due to its amazing site and possible interventions. The project took 24 months of dedicated and honest hard work.

The leftover of the project and other paperwork will be completed with the association and coordination of the HR department and other administrative officials. The documents and certificate of completion will be forwarded to the official email of your assistant which is duly signed by our supervisory committee and Head Engineer.

Further details have been sent to you via email. I am looking forward to new projects of the same kind in the future. It was an immensely great experience of working in the construction forte at such an amazing site.

For more please contact me via email at [email] or call me at +[X]. I am grateful to you for giving this opportunity to prove my capabilities and have efficient experiences. Thank you.

Regards

Meldrum Hills  
The Engineer, OLUX Groups  
22-W Hill Plus, New York, New York 54000