Date:

To

[The Recipient]  
[Department]

Dear Ms. Sarah,

I am writing this letter to notify you about the completion of project ABC of your farmhouse in the XYZ area, which was assigned to us on 1st September 20XX.

As per our contract, the deadline was 5th October 20XX, and the project has finished in time. All the plants and fruits, that were decided in the contract, have been planted, and are growing well. The grass has been mowed as well to give a finished look. The detailed completion report is attached to this letter.

From our side, all the work has been completed. Kindly, clear our remaining dues, which amount to $[X]. We would be grateful to you, if you release our payment till 15th October 20XX, as we have to pay our workers and suppliers as well.

Please, visit your farmhouse soon to see if there is an issue. We would resolve it free of cost within 15days of sending this completion letter.

We hope that you like our work and that we would work together in the future as well.

Thank you for choosing us.

Regards,

Silvia Steven.