Date

Name of Recipient  
Address of Recipient

**Re. Software [X] Project Completion**

Dear (Mr./Mrs./Ms. Last Name),

I am writing this email to inform you that we have completed the software project that you assigned to our company (name of company). The project had a deadline of (date) but due to the efforts of the team, we were able to complete it in only (state how many months) months.

Software projects require efficient personnel and need time and effort. Our team hopes that you will appreciate the work that we have done.

I would like to thank you on behalf of the company for trusting us with this project. It was a good experience to work with you. If you have any queries, please feel free to contact us on (state number).

Regards

Your Name  
Your Position  
Your Company Name