Date:

(Recipient Title)  
(Recipient Company)  
(Recipient Address)

**Subject: Completion of Project [X]**

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

We are pleased to state that we have completed the work that you have assigned to our team on (date). We have been able to complete this before the deadline of (tell deadline). We signed the contract for this work on (date).

We hope to clear any pending payments with you so that our agreement can be finalized. You can check out the work done and if there are any queries, please feel free to contact us on (number or email).

Looking forward to a fast response.

Thank you.

Yours sincerely,  
Your Name