**To**

**[The Recipient Business]**

**Subject: Project [XYZ] delivery completed on [X}**

Respected Mr. ABC,

I am so excited to share the happy news of the successful completion of the project with you. The project has been completed and reviewed by my project team on 15th Feb 20XX. We have planned to deliver it to you by the end of February.

Completing a project on time is the biggest milestone that we are so happy to achieve. We have completed this project in time. We have shared the status of the project with you many times. However, the last updated part of the project was not shared with you since we are about to deliver the entire project to you very soon.

You are requested to review the project when you receive it and give your feedback on it. We are open to modifying the project as per your needs. Furthermore, we request you clear the pending dues before 20 February.

If you have any queries, you can contact us on our official numbers. We look forward to a response from you.

Regards,

Name of the sender  
Designation