Date:

**Subject: Successful project [XYZ] completion**

I am Miss Lisa, writing this email on behalf of ABC Company to let you know that our company has completed the (mention the name of the project). I am writing to say thanks to you for providing your best services throughout the time when the project was being taken from the first stage to the final phase.

Thank you so much for demonstrating professional behavior and commitment by providing high-quality services to our company. All the tasks of the project were successfully executed because of the timely delivery of goods from your side. I cordially appreciate your presentation, efficiency, and the gracious services that you demonstrated. You have been very supportive of us and we appreciate you for this.

Please accept our gratitude for all the things you have done for helping us in the completion of the project. We are so thankful for the way you treat your customers and we would like to work with you in the future also in addition to recommending others to render your services.

You are being requested to share the total bill that we have to pay to you as per the agreement of our company with you. If you have any questions, feel free to contact us at our official numbers.

Regards,

Name of the sender

Designation