Date:

Subject: Task completion status for [XYZ]

Respected sir,

I am emailing you to let you know that I have completed the task that was assigned to me on 10th Feb 20XX. The details of the task are given below:

[Give details of the task]

I would like to inform you that I completed the task on time and submitted it to your office. You are requested to review the accomplished task and give feedback to me. I am open to reading your comments. Thank you so much for reviewing this email and giving your time to it. If you want to ask me anything regarding the completed task I submitted today, you can contact me on my official number.

Regards,

Sender’s name

Designation of the sender