Date

Name

Address

Dear Ms. Robson,

I am writing this letter to inform ABC Limited about the successful and timely completion of the project [X] on our part.

We signed a contract for the project [X] on 1st January 20XX, with your company, and the decision deadline of completion was 1st June 20XX. We have followed the timelines that were mutually agreed on between your company and ours. Today, on 31st May 20XX, we have completed the tasks and sending you this letter to ensure that we have kept our word and have constructed the building on time. All the work on our part has been completed. For your reference, we are attaching the timelines, contract copy, and few other related documents with this letter.

As stated in the contract, if you have any complaints or need some work done, you can contact us till 30th June 20XX. However, we have tried to give our best to give you the quality output, with an attempt to satisfy you to the fullest and eliminate the possibilities of any issues.

We are here to answer any of your questions and provide any sort of help. Please, do not hesitate to contact at [X].

It was a pleasure working for you. We hope for further future contracts with your company as well.

Thank you.

Regards,

Jennifer Wilson.