To

[The Recipient Name]

**Re. Reporting Construction Completion at [NAME THE BUILDING]**

Dear [NAME],

This letter has been written after the compilation and detailed discussion with the site manager, chief engineer, assistant manager to project completion task, and other principal workers. The letter has been written to inform you about the progress and completion of the construction project at [NAME THE SITE]. This letter shall give you detailed yet to-the-point information on the construction project.

The construction of the [NAME THE SITE] is expected to be completed on [DATE] whereas completion of the said project which includes some of the interior works as well, would be possible till [MONTH].

The project of construction was signed between [NAME THE PARTIES] on [MENTION THE DATE]. After the successful bid, the project was initiated on [DATE] with all the mapping and important meetings. Practical construction work started on [DATE] three days after the map approval.

The project has been completed more than 70 percent. The grey structure has been completed and polishing, painting, and strengthening work is undergoing. Due to the shortage of Spanish tiles, construction was halted and slowed down, but it is going at the full pace now.

I am sharing a few images showing the building from a [x degree] angle and [x meter distance].  It will make the construction report clearer. As the construction is expected to be completed by [DATE] and the interior shall take not more than one month, I realize, we do not need to ask for an extension in the deadline from the other party (NAME THE CLIENT].

Please look at the images attached to the letter and let me know your thoughts on the construction. Moreover, I would like it if you took some time out and visit the site. Thank you.

Best Regards

[NAME]  
[DEISIGNATION]  
[COMPANY]