

Assignment Completion Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Assignment Completion

Dear [Recipient's Name],

I am writing to confirm the completion of the assigned task titled "[Assignment Title]." I have successfully completed the assignment and submitted it as per the guidelines.

Please let me know if you require any further information or if there are additional steps I need to follow.

Thank you for the opportunity to work on this assignment.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]