

Task Completion Update

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Subject: Update on Subcontractor Task Completion

Dear [Client's Name],

I hope this message finds you well. We are writing to provide you with an update regarding the completion of tasks assigned to our subcontractor, [Subcontractor's Name].

The following tasks have been completed as per the agreed timeline:

- [Task 1 Description]
- [Task 2 Description]
- [Task 3 Description]

Please feel free to reach out if you require any further information or documentation regarding these tasks.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]