

Contractor Completion Update

Date: [Insert Date]

To: [Client Name]
[Client Address]
[City, State, Zip Code]
[Email Address]

Dear [Client Name],

We are pleased to provide you with an update on the completion status of the [Project Name] as of [Insert Completion Date].

The following tasks have been completed:

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

We are currently on track to complete the remaining tasks, which include:

- [Remaining Task 1 Description]
- [Remaining Task 2 Description]

We anticipate that the project will be fully completed by [Projected Completion Date]. Should you have any questions or require further details, please feel free to reach out.

Thank you for your continued support and collaboration.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]
[Email Address]