

Project Completion Follow-Up

Date: [Insert Date]

To:

[Client Name]

[Client Company]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

I hope this message finds you well. I am writing to follow up regarding the recent early completion of the [Project Name] project. We are pleased to have completed the work ahead of schedule and trust that you are satisfied with the quality of the deliverables.

As we move towards finalizing the project, please let us know if there are any outstanding items or if you require further documentation. We are committed to ensuring a smooth transition and your complete satisfaction.

Additionally, I would appreciate any feedback you might have regarding our work. Your insights are valuable to us and help improve our future projects.

Thank you for the opportunity to work together. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]