

Early Project Completion Report

Date: [Insert Date]

To: [Client Name]

From: [Contractor Name]

Project: [Project Name]

Contract Number: [Contract Number]

Dear [Client Name],

We are pleased to inform you that we have successfully completed the [Project Name] ahead of schedule. The project was originally set to be completed on [Original Completion Date], but we have achieved completion on [Actual Completion Date].

Highlights of the project include:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

We appreciate your support and cooperation throughout this project. Attached to this report are the necessary documents confirming the completion, including inspection reports and final billing details.

Thank you for your trust in us, and we look forward to our future collaborations.

Sincerely,

[Contractor Name]

[Contractor Title]

[Company Name]

[Contact Information]