Subject: (Subject here)

To (Whoever sent the original inject),

I am writing to report on (what we were asked about). The objective of this was to (insert goal of task here).

In order to achieve this objective, (directions here)

(extra info if necessary)

(If screenshots or other info is required) Please find attached (Whatever is necessary)

If you have any questions or need further information, please do not hesitate to reach out.

Best regards,

Group (insert group here)