

# Construction Project Completion Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to inform you that the construction project located at [Project Address] has been completed as of [Completion Date]. Our team has successfully finished all the work outlined in the project agreement.

Enclosed with this letter are the final inspection reports, warranty information, and any necessary certificates of completion. We kindly ask that you review the enclosed documents and inform us if you have any questions or require further information.

Thank you for entrusting us with your project. We appreciate your cooperation and support throughout the construction process.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]