

Completion Report for Residential Construction Permit

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Recipient's Address]

[City, State, Zip Code]

Dear [Insert Recipient's Name],

We are pleased to inform you that the construction project at [Insert Project Address], under the permit number [Insert Permit Number], has been completed as of [Insert Completion Date].

The project included the following scope of work:

- [List Work Item 1]
- [List Work Item 2]
- [List Work Item 3]

All work has been performed in accordance with the approved plans and specifications, and has passed all necessary inspections as mandated by local building codes.

Attached are the relevant documentation including:

- Final inspection report
- Certificate of occupancy (if applicable)
- Photographs of completed work

Thank you for your cooperation and assistance throughout this construction process. Should you have any questions or require additional information, please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]