

Subcontractor Task Finalization Statement

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Finalization of Subcontractor Tasks

Dear [Subcontractor's Name],

This letter serves as a formal confirmation that all tasks outlined in our subcontract agreement dated [Insert Agreement Date] have been successfully completed.

Details of Completed Tasks:

- [Task 1 Description]
- [Task 2 Description]
- [Task 3 Description]

We appreciate your efforts and the quality of work provided. Please ensure all necessary documentation related to this project is submitted, including invoices and any final reports.

If you have any further questions or require additional information, please do not hesitate to contact us.

Thank you for your collaboration throughout this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]