

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are writing to formally acknowledge the completion of your engagement with [Your Company Name] in relation to [Project Name/Description].

As of [Completion Date], all tasks outlined in the subcontract agreement dated [Agreement Date] have been successfully completed. We appreciate your professionalism and the high-quality work delivered during this engagement.

We have processed the final payment as per the agreed terms, and you should expect to receive it by [Payment Date]. We will retain all records related to this project for our files, and please let us know if you require any further documentation.

Thank you for your contributions to [Project Name]. We value the collaboration we have had and look forward to any potential future opportunities to work together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]