

# Invitation to Completion Meeting

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Invitation to Completion Meeting

Dear [Subcontractor Name],

We are pleased to invite you to the completion meeting for the [Project Name] project. This meeting will provide an opportunity to review the project outcomes, finalize any outstanding items, and ensure all goals have been met.

## Details of the Meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

We look forward to your participation and input. Please confirm your attendance by [RSVP Date].

Thank you for your collaboration on this project.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]