

# Subcontractor Completion Report Request

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

Date: [Insert Date]

[Subcontractor's Name]  
[Subcontractor's Company Name]  
[Subcontractor's Address]  
[City, State, Zip Code]

Dear [Subcontractor's Name],

We hope this message finds you well. As part of our ongoing project, we would like to request the completion report for the recent work completed under contract [Contract Number or Name].

Please include the following details in your report:

- Work completed and milestones achieved
- Any issues or challenges faced during the project
- Final project costs compared to the budget
- Supporting documentation and photographs

We appreciate your prompt attention to this matter and request that you submit the completion report by [Due Date].

Thank you for your cooperation. If you have any questions, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]