

# Subcontractor Work Completion and Closure Letter

Date: [Insert Date]

To:

[Subcontractor Name]  
[Subcontractor Address]  
[City, State, Zip]

Dear [Subcontractor Name],

We are writing to formally acknowledge the completion of the subcontracted work outlined in our agreement dated [Insert Agreement Date]. We appreciate your efforts and dedication to meeting the project specifications and timelines.

The following work has been completed:

- [Description of Work 1]
- [Description of Work 2]
- [Description of Work 3]

As per our agreement, all items have been inspected and meet the required standards. We are satisfied with the results and hereby declare the project officially closed.

Please submit any outstanding invoices for payment at your earliest convenience.

Thank you for your cooperation and professionalism throughout the project. We look forward to the opportunity of working together in the future.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip]  
[Contact Information]