

Project Clearance Letter

Date: [Insert Date]

To:

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are writing to formally inform you that your project with [Project Name] has been reviewed and cleared for completion as of [Completion Date]. After thorough assessment, we confirm that all deliverables have been met according to the project specifications and contractual obligations.

We appreciate your collaboration and efforts throughout this project. Please ensure that all necessary documentation related to the project is submitted to our office by [Submission Deadline].

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

Thank you for your hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]