

# Notice of Completion Deadline

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We would like to formally remind you of the approaching completion deadline for the construction project titled "[Project Name]." As per our agreement dated [Contract Date], the project is scheduled to be completed by [Completion Date].

It is crucial to adhere to this timeline to ensure a smooth transition to the next phases of the project. Please provide an update on the current status and any potential delays that could affect this deadline.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Your Contact Information]