

Letter of Completion

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that the maintenance work for the construction project located at [Project Address] has been successfully completed as of [Completion Date].

The following tasks have been accomplished:

- [Task 1]
- [Task 2]
- [Task 3]

We appreciate your cooperation and support throughout this process. Should you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]