

Completion Confirmation Letter

Date: [Insert Date]

To: [Contractor Name]

[Contractor Address]

Dear [Contractor Name],

This letter serves to confirm the successful completion of services rendered by you for [Project/Service Description] at [Project Location]. The agreed work has been completed to our satisfaction and in accordance with the contractual agreement.

We appreciate your professionalism and commitment throughout this project. The final inspection conducted on [Inspection Date] found the work to be satisfactory and meeting all specified standards.

Please find enclosed the final payment, as per our agreement.

Thank you for your excellent service. We look forward to working with you on future projects.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]