

Contractor Completion Report

Date: [Insert Date]

To: [Client's Name]

From: [Contractor's Name]

Project Name: [Project Name]

Project Location: [Project Location]

Completion Summary

We are pleased to inform you that the project has been successfully completed as of [Completion Date]. The scope of work included:

- [Task/Description 1]
- [Task/Description 2]
- [Task/Description 3]

Compliance and Standards

All work has been completed in compliance with [relevant regulations/standards]. A final inspection was conducted on [Inspection Date] and the work was found to meet all contractual obligations.

Documentation

Attached with this report are the following documents:

- Final Inspection Report
- Payment Schedule
- Change Orders (if any)

Thank you

We would like to express our gratitude for the opportunity to work on this project. Should you have any questions or require further information, please do not hesitate to contact us.

Best regards,

[Contractor's Name]

[Contractor's Title]

[Company Name]

[Phone Number]

[Email Address]