

Contractor Completion Certificate Request

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the completion certificate for the building inspection of our project located at [Project Address]. As of [Completion Date], all works have been completed in accordance with the approved plans and local building regulations.

Please find attached all necessary documentation including inspection reports and compliance certificates.

We kindly ask for your expedited review of this request. Should you need any further information or assistance, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]