

Request for Contractor Completion Certificate

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the issuance of a Completion Certificate for the commercial project located at [Insert Project Address]. The project was completed on [Insert Completion Date], and we have fulfilled all contractual obligations as outlined in our agreement.

The details of the project are as follows:

Project Name: [Insert Project Name]

Project Number: [Insert Project Number]

Contractor Name: [Insert Contractor Name]

Contract Number: [Insert Contract Number]

We have ensured that all work has been completed to the required standards and as per the specifications outlined in our contract. Attached to this letter are the relevant documents including the final inspection report and photos of the completed work.

We would appreciate it if you could process our request at your earliest convenience and send the Completion Certificate to our office address stated above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]