

Request for Contractor Completion Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request the Contractor Completion Certificate for the electrical installation project completed at [Project Address] on [Completion Date].

As per our agreement, this certificate is necessary for our records and to comply with local regulatory requirements.

Please let me know if you need any more information from my side to expedite this process. Thank you for your attention to this matter.

Sincerely,

[Your Name]