

Request for Completion Certificate

Date: [Insert Date]

To,

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Request for Completion Certificate for Maintenance Services

I hope this message finds you well. I am writing to formally request the issuance of a Completion Certificate for the maintenance services rendered by your team at [Project Location/Name] on [Start Date] through [End Date].

As per the agreed terms outlined in our contract, the maintenance services have been completed satisfactorily, and we appreciate the professionalism demonstrated by your team throughout the process. This certificate will be crucial for our records and for any future references.

Please let us know if you require any additional information or documentation to process this request. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]