

# Request for Completion Certificate

Date: [Insert Date]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I am writing to formally request the completion certificate for the plumbing work carried out at [Project Address]. The work was performed as per the agreed contract terms dated [Insert Date].

The plumbing installation has successfully met all the required standards and regulations. A thorough inspection of the work has been completed, and I am satisfied with the results.

Please provide the completion certificate at your earliest convenience so we can proceed with the closing of this project.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]