

Request for Contractor Completion Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 completion certificate for the renovation work completed at my residence located at [Property Address]. The project was commenced on [Start Date] and completed on [Completion Date].

As per our agreement, I would appreciate it if you could provide this certificate at your earliest convenience, as it is required for my records and future references.

Thank you for your cooperation, and I look forward to receiving the certificate soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]