

Contractor Completion Certificate Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Subcontractor's Name]
[Subcontractor's Company Name]
[Subcontractor's Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],

We hope this message finds you well. We are writing to formally request the issuance of a Completion Certificate for the subcontracted work completed under our contract dated [Insert Contract Date].

The work has been completed to our satisfaction and in accordance with the terms of our agreement. The specific details of the work completed include:

- [Detail of Work 1]
- [Detail of Work 2]
- [Detail of Work 3]

We kindly request that you finalize the Completion Certificate and send it to us by [Insert Deadline Date]. If you need any additional information or documentation to process this request, please do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]