

# Closeout Certification Letter

Date: [Insert Date]

[Contractor's Name]  
[Contractor's Address]  
[City, State, Zip Code]

Subject: Closeout Certification for [Project Name]

Dear [Contractor's Name],

We are pleased to inform you that the closeout process for the project titled "[Project Name]" has been successfully completed as per the project specifications and contractual agreements.

Below is a summary of the closeout documentation attached:

- Final Change Orders
- Certificate of Substantial Completion
- Final Inspection Reports
- Warranty Documents
- As-Built Drawings
- Release of Liens

Please ensure that any pending items listed in the final inspection report have been addressed. We request your confirmation of receipt of this letter and the attached documentation.

Thank you for your cooperation throughout this project. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Phone Number]  
[Your Email Address]