

Final Project Closeout Letter

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are pleased to inform you that the final closeout of the [Project Name] has been successfully completed. This letter serves to confirm the following:

Project Details

Project Number: [Insert Project Number]

Contract Number: [Insert Contract Number]

Completion Date: [Insert Completion Date]

Final Documentation

Please ensure that the following final documentation has been submitted:

- Final invoice
- Warranties and guarantees
- As-built drawings
- Operation and maintenance manuals

Payment

Upon receipt of the final documentation, payment will be processed per the terms outlined in our contract.

We appreciate your cooperation and efforts throughout the course of this project. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]