

Final Completion Notification

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that the construction project located at [Project Address] has reached final completion as of [Completion Date]. We appreciate your patience and collaboration throughout this process.

Enclosed, please find the final project documentation which includes:

- Final Inspection Report
- Certificate of Occupancy
- As-Built Drawings
- Project Warranty Information

As per our agreement, the final payment of [Insert Amount] is now due. Please process this at your earliest convenience.

We thank you for entrusting us with your project and look forward to the possibility of working together again in the future.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]