

Client Acceptance Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to inform you that the construction project, [Project Name], located at [Project Address], has been completed as per the agreed specifications and standards.

We kindly ask you to review the final outcome and provide your acceptance. Your confirmation will signify that the project meets the outlined requirements and is satisfactory to you.

We appreciate your cooperation throughout the project timeline and look forward to your confirmation. Kindly sign and return the enclosed acceptance form.

Thank you for choosing [Your Company Name] for this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

Acceptance Confirmation

I, [Client Name], accept the completion of the project as described above.

Signature: _____ Date: _____