

Construction Project Completion Notification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to inform you that the construction project titled "[Project Name]" at [Project Location] has been successfully completed as of [Completion Date].

The following milestones have been achieved during this project:

- [Milestone 1]
- [Milestone 2]
- [Milestone 3]

We appreciate your support and cooperation throughout this project. A final inspection and handover will be scheduled for [Proposed Date]. Please let us know if you have any questions or require further information.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]