

# Formal Notice of Project Completion

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that the construction project located at [Project Address] is nearing its completion. As of [Projected Completion Date], we anticipate that all contracted work will be finalized.

We appreciate your collaboration throughout this project and would like to schedule a final inspection to ensure all aspects meet the agreed-upon specifications. Please let us know your availability in the coming days.

Should you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]