

Work Completion Confirmation

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to inform you that the contracted work at [Project Address] has been successfully completed as of [Completion Date]. We have adhered to all specifications and timelines set forth in our agreement.

Enclosed, please find the relevant documentation, including:

- Final inspection report
- Invoice for services rendered
- Warranties and guarantees

We appreciate the opportunity to work with you and look forward to your feedback. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]