

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Completion of Construction Project

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

The project scope included:

- [Brief description of the work completed]
- [Key features or specifications]
- [Any notable achievements or milestones attained]

We sincerely appreciate your collaboration throughout the project. We are confident that the completed construction will meet your expectations and serve its intended purpose effectively.

Please find attached the completion documents, including [list any relevant documents, e.g., final inspection reports, warranty information, etc.].

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for the opportunity to work on this project. We look forward to potential future collaborations.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]