

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Completion of PVC Pipe Installation

Dear [Recipient Name],

We are pleased to inform you that the PVC pipe installation at [Project Location/Address] has been successfully completed on [Completion Date].

Scope of Work:

- Installation of [specify the number and size of pipes]
- Connection to [existing systems, if applicable]
- Testing and verification of integrity

All work has been performed in accordance with the agreed specifications and local codes. A final inspection was conducted, and everything is functioning as intended.

Please feel free to reach out if you have any questions or require further assistance.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]