

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Work Completion Confirmation

We are pleased to inform you that the work performed by [Subcontractor's Company Name] on the [Project Name/Description] at [Project Location] has been completed as per the specifications and timelines outlined in our agreement dated [Contract Date].

The completed work includes:

1. [Detail of completed work item 1]
2. [Detail of completed work item 2]
3. [Detail of completed work item 3]

We appreciate your dedication and professionalism throughout this project. Your team's commitment has contributed significantly to its timely and successful completion.

Please ensure that any outstanding invoices are submitted for processing by [Deadline for Invoices].

Thank you once again for your hard work. We look forward to the possibility of collaborating with you on future projects.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]