

LOGO HERE

[Company Name]
[Street Address, City, ST ZIP Code]
[Phone]
[Email]
[Website]

Date

Recipient Name

Company address & contact

To Whom It May Concern

I hereby affirm, to the best of my knowledge and belief, based on inspections, observations, testing of the project and upon reports submitted by others, that this [Project Name] is substantially complete and operable. The [project] was completed in accordance with the department's issued guidelines.

PROJECT MANAGER INFORMATION

[Name]
[Company Name]
[Street Address] [City, ST ZIP Code] Phone [phone] [email]

PROJECT NAME

Write project name here. Add further details

PROJECT DESCRIPTION

This space is provided to write project description.

Construction begin date:

Substantial completion date:

Physical completion date:

Completion date: