



Logo  
Name

YOUR COMPANY SLOGAN HERE

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**Your Name Here**

Company Name  
Street Address  
City, ST ZIP Code

**Recipient Name Here**

Title, Company  
Street Address  
City, ST ZIP Code

Type the Salutation,

01/03/2021

DAY | DATE | PLACE

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 [DETAILS] permit.

**CONTRACTOR 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.

Project begin date:

Substantial completion date:

Physical completion date:

Completion date:

[Type the closing]

Your Name Here,

Sender Title, Company

Certified by

[PROJECT MANAGER]

Date