

**[COMPANY
NAME]**

[Date]

[Recipient Name]

[Title]

[Company]

[Street Address]

[Postal Code]

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 company's issued guidelines.

CONTRACTOR INFORMATION

[Name]

[Company Name]

[Street Address] [Postal Code] Phone [phone] [email]

PROJECT DESCRIPTION This space is provided to write project description.

Project begin date: ___/___/___

Substantial completion date: ___/___/___

Practical completion date: ___/___/___