

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Project Completion Notice - Electrical Upgrade at [Project Address/Site Name]

Dear [Client Name],

We are pleased to formally notify you that the electrical upgrade project at [Project Location] has been successfully completed as of [Completion Date]. All work was performed in accordance with the signed contract, local building codes, and safety regulations.

Project Scope Summary:

- Installation of [New Panel/Service Capacity]
- Full wiring upgrades for [Specific Area/Building]
- Installation of energy-efficient lighting and fixtures
- Final safety testing and circuit labeling
- Successful final inspection by [Local Authority Name]

Enclosed with this letter, please find the following documentation:

- Final Project Invoice
- Electrical Inspection Certificates
- Manufacturer Warranty Information for installed components
- As-built wiring diagrams

All temporary installations and construction debris have been removed, and the site has been restored to its original condition. We have verified that all systems are fully operational and meet the required load specifications.

We appreciate the opportunity to have worked with you on this upgrade. If you have any questions regarding the new system or require further assistance, please contact us at [Phone Number].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]