

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor Name]

[Contractor Company Name]

[Contractor Address]

[City, State, Zip Code]

**RE: Notice of Project Completion and Final Payment**

Dear [Contractor Name],

This letter serves as formal notification that the project located at [Project Address], as outlined in the contract dated [Contract Date], is now considered complete and has been accepted as of [Completion Date].

We have inspected the work and confirm that all items on the final punch list have been addressed to our satisfaction. All necessary inspections have been passed, and all required documentation, including warranties and operation manuals, has been received.

Enclosed with this letter is the final payment in the amount of \$[Amount]. This payment represents the remaining balance of the contract, including any previously held retainage.

Please find enclosed the "Final Waiver and Release of Lien" form. Please sign and return this document to us as acknowledgment of receipt of this final payment and to confirm that all subcontractors and suppliers have been paid in full.

Thank you for your professional services and for completing the work on this project.

Sincerely,

[Your Signature]

[Your Printed Name]