

# Finalization Letter

Date: \_\_\_\_\_

**To:**

Owner Name  
Owner Address  
City, State ZIP

**Project:** Multifamily Residential Construction

**Location:** Site Address

## Subject: Finalization of Construction

Dear Owner Name ,

This letter serves to confirm the completion and finalization of the construction work at the above-mentioned project in accordance with the approved plans and specifications.

All applicable inspections have been conducted, punch list items have been addressed, and the project has met all contractual obligations required for final acceptance.

Please review all delivered documents, warranties, and as-built drawings. Should any post-completion issues arise, please contact us within the terms of the provided warranty period.

We appreciate the opportunity to serve you and thank you for your trust in our company.

Sincerely,

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Authorized Representative  
Company Name      Contact Information