**Design Phase Completion**

**Project Name: [Put Name of Project]**

**Project No:**

***February 9, 2016***

**Dear [Client],**

**We would like to inform you that the Design Phase of your project [project name] with project number [number] has been completed. Please review the completed work based on our agreed upon scope of the project. Specifically, we would like you to review the following in-depth:**

* **Deliverable 1**
* **Deliverable 2**

**Please provide us with comments if there are any outstanding items that still need to be addressed. As of now, we agree to complete the following items:**

* **Design Amendment**
* **Design Amendment**

**If we do not receive a response within [X] business days, we will assume that we have completed the Design/Construction Phase to your satisfaction. We have enjoyed working with you on this phase and look forward to working with you in the future.**

**Sincerely,**

**Project Manager**

**Facilities Management**