**Construction Phase Completion**

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

**Project No:**

***February 9, 2016***

**Dear [Client],**

**We would like to inform you that the Construction 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**

**Basic warranty information for your departmental records have been included below. 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:**

* **Punchlist Item 1**
* **Punchlist Item 2**

**If we do not receive a response within [X] business days, we will assume that we have completed the 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**

**Appendix: Warranty Information**

Warranty item/coverage:

Length of warranty:

Warranty contact person: