

123 Your Address, city, state 1234

Tel: +1 555 456 870 | Email: info@wordexceltemplates.com

To,

The City enterprisers

**Subject:** **Job completion proof letter**

I am Anderson, the chief engineer of Stars Constructions Pvt. Limited. I am pleased to write this letter as a job completion proof of Mr. John Andrew. He was assigned the job of renovating a building located in new city town, Michigan. Following parameters were to be accomplished as per demands of the job:

1. Reconstruction of whole building to minimize the chances of its collapse.
2. Making it insolated against heat and all kinds of radiations.
3. Incorporation of relevant building material thereby making the building shock proof against earthquake.
4. Renewal of all sanitary work.

Mr. John took the charge of job as a contractor and accomplished all parameters in all aspects as per demands of the contract signed between two parties. I further inform that the performance of the work and changes made therein have been authorized by the owner in written. Minimum and standardized wages have been paid to laborers and mechanics.

Now you can send your inspection team for verification within one week in order to prepare the report of project.

Thank you for your cooperation.

Yours Sincerely,

Anderson,

Chief Engineer Stars Construction Pvt. Limited

Tagline will go here…

Company Name