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| logo-placeholder | YOUR COMPANY SLOGAN HERE |

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| Your Name Here Company Name Street Address  City, ST ZIP Code | Recipient Name Here Title, Company Street Address  City, ST ZIP Code |

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| Type the Salutation, | 20th December 2018 |
| DAY | DATE | PLACE  I hereby affirm, to the best of my knowledge and belief, based on inspections, observations, testing of the [PROJECT] and upon reports submitted by others, that this [Project Name] is substantially complete and operable. The [PROJECT] was completed in accordance with the department’s issued [DETAILS] permit. CONTRACTOR INFORMATION [Name]  [Company Name]  [Street Address] [City, ST ZIP Code] Phone [phone] [email] PROJECT NAME Write project name here. Add further details PROJECT DESCRIPTION This space is provided to write project description. Project begin date:Substantial completion date:Physical completion date:Completion date: [Type the closing]  **Your Name Here,**  Sender Title, Company   |  |  | | --- | --- | | Certified by  [INCLUDE STAMP] | Date | | |

