[YOUR

NAME]

[Date]

[Recipient Name]

[Title]

[Company]

[Street Address]

[City, ST Zip Code]

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 DESCRIPTION

This space is provided to write project description.

**Project begin date:**

**Substantial completion date:**

**Physical completion date:**

### Completion date:

[YOUR

NAME]