

Date: November 12, 2028

We are pleased to inform you that we have completed the construction work on the site that you asked us for. Although it was the mega-project our team completed it courageously. They did hard work and constructed the building according to the building standards. I am sending you the report with documents so that you confirm all the SOPs, you may send your team for a thorough inspection. Thanks for giving us a chance to handle this modern design project. Waiting for your feedback and good remarks, it has been a great privilege to work with you. I will want for the next project and will love to work with you again.

Department  
[NAME]

Authorized Signature:

Signature

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