15-04-20XX

Anderson  
CEO Stars Constructions Pvt. Limited  
New City Tower, Michigan

To,

The City enterprisers

Subject: Job completion proof letter

This letter is being written as a job completion proof of Mr. Andrew Hudson. I am pleased to inform you that the project titled ‘Strengthening and reconstruction of New Town Michigan Roads’ has been completed under his supervision efficiently and well before time. There were a lot of places where roads had to be demolished for reconstruction purposes. Thereafter, these were revamped in order to meet the client’s demands. The job was supposed to be done within three weeks but owing to the hardworking and able team, it was done one week prior to the deadline. Whole work, after its completion, was evaluated by the quality assurance team of our department and they have also issued us a satisfactory report.

As per the demands of the contract, all TORs have been complied with. A report in this regard is also being shared along with this letter. You are warmly welcome to inspect our work and give your feedback keeping the limit of two weeks in mind. It will be a pleasure for the company to answer any query raised by your side if any.

Yours affectionately,

Anderson,  
CEO Stars Constructions