15-04-20XX

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

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 PALMS located in the new city town, Michigan. Following parameters were to be accomplished as per the demands of the job:

1. Reconstruction of the 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 shockproof against earthquake.
4. Renewal of all sanitary work.

Mr. John took the charge of the job as a contractor and accomplished all parameters in all aspects as per the demands of the contract signed between two parties. I further informed 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 the project.

Thank you for your cooperation.

Yours Sincerely,

Anderson,  
Chief Engineer Stars Construction Pvt. Limited