[Company Name]  
[Address line]  
[Contact]

To Whom It May Concern

Re. Letter of Completion of the Work Started on 23-12-20 w.r.t Renovation Contract with IBA # 33409S32.

Dear Colley,

I am pleased to inform you that the civil contract of Renovation (with IBA # 33409S32) has been completed. I am submitting you the certificate of completion of the renovation of the production house of the company along with the change in the designing of warehouse extending it to a 1000sqyd. Following works are done in the lieu of this contract:

* Extension of Warehouse of the Company
* Renovation of the Production House
* Renovation of the Production Officer’s Office (Room # 89)

It took almost three months to make all the above-mentioned changes. I have also attached the report of the completion and the details of the payment.

I also have forwarded a copy of the completion certificate to the department of finance and project section officer. The contract was signed with the promise to make the payments one week after the completion of the work which has been fulfilled now. I am looking forward to the remaining payments being paid within one week as promised. Your feedback will do amazing if you please write to me at [email].

Thanking you and assuring you the best of my services possible.

Regards

Bell Flocks  
Opposite Sky Height Tower, 23/11L, New York, New York 54000