**Date:**

**To**

**[The Recipient]  
[Designation]  
[Company Name]  
[Address]**

**Subject: Building construction completion report**

Dear Andrew,

Being the contractor of project, I am hereby reporting that construction of great building of Martin Dow head office has been completed successfully. All the essentialities like sewage, water supply, electrical and gas connection have been provided as per requirements of the map. Execution of construction is in accordance with agreement that was signed at the time of beginning of this project. Likewise, legal bindings associated with this building and its construction have also been checked and verified by the concerned authorities.

This construction project was allotted to my team on [date]. The last date to complete this project was [date]. Most interesting thing is that we managed to complete the construction three months before the deadline. Without any exaggeration, my team members worked hard to complete the construction successfully. I am inviting you to visit the site and discuss all the details about this construction project.

Moreover, I take whole responsibility for the construction of this building. I am therefore seeking your consent to take measures and verify whether the provision of all the amenities like water, gas, electricity, and sewage work has been made in accordance with the directions or not.

I am waiting for your mail to confirm the date and time of your visit. It was one of the pleasant experiences of my life to work with professional people like you. I am happy working with you and looking forward to strengthening my business relations.

Sincerely,

Jackson