Resident/Consultant Office

Address

City, State Zip

Date

Contractor’s Name

Address

City, State Zip

SUBJECT: FINAL ACCEPTANCE

 Job Description:

 Project No.:

Dear ­­­­­\_\_\_\_\_\_\_\_\_\_\_:

In accordance with Contract General Specification 7.9 of Project **[Project Number]**, Final Acceptance is granted by the Authority effective on **[date of Final Acceptance]**. Attached is the Notice of Beginning and Completion of Construction.

Please contact me if you have any questions concerning this matter.

Sincerely,

Project or Resident Engineer