

Project Closeout Letter -

Project Closeout Letter

To
George Carlin
Re: Project #
789456

Dear
George

In order to close out this contract and facilitate final payment to you, we request that the following be completed and returned to our office:

- Warranty
- Show Drawings
- Maintenance Manuals
- Review and sign the enclosed warranty form

Please submit as soon as possible. If you have questions, contact us at the phone number or email address listed above.

Note: Final payment will be withheld until this information is received.

Signature

Name/Title
Pamela Jenkins / Office Manager

Sincerely,

App Description

Form Description:

The Project Closeout Letter requests warranties, shop drawings, and maintenance manuals from each subcontractor. It is sent to them by the general contractor when a project is nearing completion.

When to Use It:

Use this letter at the end of every project to let the subcontractor know that in order to close out the project he needs to provide the items checked. By stating final payment will not happen until the requested documents have been received, the letter usually brings about a speedy response.

Form Purpose:

When the project is near completion, the general contractor has to make sure any warranties on a sub's work, or maintenance manuals for any appliances or devices installed by subs, are provided to the client. Use this letter to request



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these items from the project subcontractors, with a reminder that final payment is contingent upon their receipt.