

Final Project Closeout Transmittal Letter

Subject: Final Closeout Documents - [Project Name] - Project Completion

Dear [Client/Owner Name],

It is with great satisfaction that we transmit the final closeout documents for the [Project Name], marking the successful completion of this construction project.

Enclosed Closeout Package:

- As-Built Drawings (Complete Set)
- Operation and Maintenance Manuals
- Equipment Warranties and Guarantees
- Certificate of Substantial Completion
- Final Lien Waivers from All Subcontractors
- Certificate of Occupancy
- Final Inspection Reports
- Spare Parts and Attic Stock Documentation
- Training Documentation and Videos
- Final Change Order Summary
- Project Photographs

All punch list items have been completed, and final inspections have been passed. The project was delivered [on schedule/X days ahead of schedule] and [on budget/within budget parameters].

We have truly enjoyed working with you on this project and appreciate the collaborative relationship throughout the construction process. Our warranty period begins on [Date] and extends for [Duration]. Please do not hesitate to contact us should any issues arise during the warranty period.

Thank you for choosing [Company Name] for your construction needs. We look forward to future opportunities to serve you.

With appreciation,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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