# Date

Name

Contractor

Address

Address

PROJECT NAME (PROJECT NUMBER)

## FINAL ACCEPTANCE LETTER

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Final inspection of the above referenced project was made on [date]. The project was found to be complete and in accordance with the approved plans and specifications.

In accordance with the General Conditions of the Contract Documents, the maintenance of the project by the Contractor will be for a period of two (2) years, beginning [date].

All insurance policies, except for Owner’s Protective Liability coverage, shall be maintained and current insurance certificates shall be provided to the City until the completion of the two (2) year maintenance period.

Please contact me with any questions at [phone number].

Sincerely,

# PROJECT MANAGER, P.E.

# TITLE

Email: Addl. Contractor Contacts

PWMG

Supervisory Civil Engineer

Assigned Construction/Traffic Inspectors

All Engineering Technicians

Manager Maintenance Operations

Superintendent, Public Works

All Public Works Maintenance Supervisors

All Contract Specialists