Consultant Certification (For Partial Occupancy) Sample Letter Submitted on Consultant’s Letterhead

# Date

**Campus Representative Address**

**City, State & Zip**

RE: Date of Substantial Completion for **(state the equipment, system or area to be accepted for partial occupancy)**

# Project Name and Number

Dear **Name:**

This is to certify to the best of our knowledge and belief, the above referenced **(equipment, system of area)** is completed in accordance with the Contract Documents as may be amended by change order(s).

The date of substantial completion for the **(equipment, system of area)** is **(date)**. Sincerely,

Consultant