Consultant’s Certification for Final Payment Sample Letter Submitted on Consultant’s Letterhead

# Date

**Campus Representative Address**

**City, State, Zip**

RE: Certification of Project Completion

# Project Name and Number

Dear **Contact:**

This is to certify to the best of our knowledge and belief, the above referenced project is complete in accordance with the contract documents.

We recommend that final payment be made to **(specify Contractor's name)** in the amount of **(specify amount shown on final Periodic Payment Report)**.

The date of substantial completion for the project is **date**. Sincerely,

# Consultant