

# Davis Bacon Labor Relations *Notification of Completion Boilerplate*



[The following letter should be submitted on the Sub-Grantee's letterhead and the Davis Bacon Header and SLC logo should be removed]

**DATE:**

**TO:** Jacob Williams, Housing and Neighborhood Development

**FROM:** **Signatory Name, Signatory Title**

**RE:** Final closeout for **Project #, Project Name**

Dear Jacob Williams,

**Contractor Name** has completed Project # \_\_\_\_\_ the **Project Name** and you can now commence the close-out of the file and approve the final payment.

I certify that Housing and Neighborhood Development will receive the, "Waiver of Lien," the summary of the project results and the, "Notification of Recapture Letter" within 30 days of the final payment approval.

Sincerely,

**Signatory Name**  
**Signatory Title**