

Architects Letterhead

Date:

To: City of Mobile Inspection Services

Post Office Box 1827

Mobile, AL 36633-1827

Re: Letter of Substantial Completion

(Project address)

BLDC-000000-20__ & BLDC 000000-20__

To Building Official:

Your name _____ is the architect of record for the above referenced project.

(Describe the overall project)

(Your company name) has visited the above site. Upon review of work performed for this project, we find the work appears to be in line with approved documents and substantially complete. The Date of Substantial Completion of this project or designated portion thereof is _____.

Regards,

Name

Name of architect firm

Architects Alabama Seal