

(Company Stationary Required)

(Insert Date)

To Whom It May Concern:

Please be advised that \_\_\_\_\_ has successfully completed any and all work relative to contract # \_\_\_\_\_. The work is complete and satisfactory. I hereby authorize the City of Providence, Department of Planning and Development to pay the final payment concerning this project.

If you have any questions, kindly contact me at\_\_\_\_\_.

Thank you,

(Signature)