

	<b>Standard Operating Procedures</b>	<b>Document No.:</b> SF-D&P-C17
	<b>System Form</b>	<b>Version No.:</b> 01
	<b>Title: Completion Certificate</b>	<b>Effective Date:</b>
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Date:.....  
Memo No.: .....

.....  
.....  
.....

**Sub:Completion Certificate**

In response to your above mentioned reference letter this is to certify that, the works for  
“.....”has completed within the  
schedule time as per specification underContract No.  
.....

In view of the above, completion certificate is hereby issued in favor of .....you  
for further necessary action.

Thanking you,

(.....)  
.....  
.....

**Copy to:**

1. ....
2. ....

