**Government of the District of Columbia  
Department of Transportation**

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**Click to Choose Administration**

Click for a Date

**Enter the name of the person to receive the letter  
Enter the name of the Contractor**Enter the street address of the Contractor  
Enter City, State Zip Code

**RE: Certification of Substantial Completion**

F.A.P. No. Click or tap here to enter F.A.P. No.

D.C. Contract No. Click or tap here to enter DC Contract No.

Dear **Enter the name of the person to receive the letter on behalf of the Contractor**:

In accordance with the contract, the District Department of Transportation (DDOT) determined that Enter the name of the Contractor met the Substantial Completion requirements as of Click for a Date.

DDOT requests that Enter the name of the Contractor to continue their efforts in the timely completion of project punch list items and as-built drawings on or before the final acceptance date of Click for a Date.

Sincerely,

Click or tap here to enter your name and title

CC: Enter the name to receive the copy of this letter