

TODAY'S DATE

OWNER CONTACT NAME

OWNER ADDRESS

RE: PROJECT NAME
PROJECT ADDRESS

Dear OWNER CONTACT NAME:

This Owner's Manual contains important information regarding your completed project. (OWNER COMPANY NAME) should review this manual and keep it on file as a reference document for future facility maintenance.

SUBCONTRACTOR COMPANY NAME responsibilities for this project will continue through our one-year warranty period beginning on SUBSTANTIAL COMPLETION DATE. Please note that this warranty includes correction of defects in materials and / or workmanship; it does not include normal maintenance or repairs.

We appreciate this opportunity to be of service and look forward to our continued relationship.

Sincerely,

SUBCONTRACTOR COMPANY NAME

NAME
TITLE