



SPRINGFIELD UTILITY BOARD

WATER SERVICE CENTER 202 South 18th Street, Springfield, OR 97477-5240 Tel 541-726-2396 Fax 541-747-7348 www.subutil.com

TO: Name, Project Manager/Owner
Address line 1
Address line 2

DATE: August 20, 2021

SUBJECT: **Notice of Project Completion for Project Name
in Springfield, Oregon**

This letter will serve as the Notice of Project Completion for Project Name & Number.

Your Project has successfully completed the required one-year warranty period as specified in your "Design-Build Agreement". All required documentation and payments have been received by Springfield Utility Board – Water Division (SUB) and your Program Manager has reviewed and recommended your water infrastructure Project to progress to Project Completion.

We appreciate the opportunity to better our community and work together through this Project. If you have any further questions, please feel free to contact us at 541-726-2396.

Sincerely,

Program Manager
PGM Name, PGM Title

Greg Miller, Water Division Director