

Developer to City Letter

Note: Please submit on company letterhead with original signature including title.

(Date)

Development Services Manager
City of Round Rock
301 W. Bagdad, Suite 140
Round Rock, TX 78664

RE: (Project)
(Permit No. – for example SIP1200-0000)

Dear Development Services Manager:

This letter is to inform you that the above-referenced project is complete. To the best of my information and belief, the contractor(s) has complied with the regulations contained in chapter thirty six (36) of the Round Rock Code of Ordinances and I am requesting final acceptance for maintenance of the completed improvements by the City of Round Rock.

Sincerely,

(Developer)

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SAMPLE