[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Contractor or Company Name]
[Contact Person Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Roof Replacement Completion Certificate

Dear [Contact Person Name],

I am writing to formally request a Certificate of Completion and any applicable warranty documentation for the roof replacement project recently finished at my property located at [Property Address].

The work was completed on [Date of Completion] under contract number [Contract Number, if known]. As I am finalizing my records and updating my homeowners insurance policy, I require the official certificate to verify that the roof was replaced according to local building codes and manufacturer specifications.

Please include the following details in the documentation:

- Date of completion
- Type and brand of materials used
- Manufacturer warranty information
- Workmanship warranty details

You may send the digital copy to my email at [Your Email Address] or mail the physical documents to the address listed above.

Thank you for your prompt attention to this matter and for the quality of work provided.

Sincerely,

[Your Signature]

[Your Printed Name]