{Enter Date}

{Enter Contractor Address}

Dear Mr. / Ms. name:

**Re:** **Substantial Performance – {Enter Contract Name and Number}**

In accordance with the *Construction Act*, R.S.O. 1990, c. C.30, s. 2, Contract No. {Enter Contract Number} is substantially performed.  Enclosed is a Certificate of Substantial Performance for this Contract. Please arrange for the publication of the certificate in the Daily Commercial News or other publication permitted under the *Construction Act*.

In accordance with the terms of the Contract, the following documents shall be provided to The Regional Municipality of Peel. The Substantial Performance Statutory Holdback Release Payment Certificate is subject to the provisions of the *Construction Act* and submission by the Contractor of the following documents.1 Please ensure the following documents are submitted within 30 calendar days of the date of this letter:

1. Proof of publication of the Certificate of Substantial Performance (to be published within 7 days after receiving a copy of the Certificate signed by the Contract Administrator);
2. Substantial Performance Contract Release Form releasing the Owner from all further claims relating to the Contract, qualified by stated exceptions;
3. WSIB Certificate of Clearance;
4. Proper Invoice for the unpaid work completed up to the date of Substantial Performance;
5. Statutory declaration in a form satisfactory to the Contract Administrator that all liabilities incurred by the Contractor and the Contractor’s Subcontractors in carrying out the Contract have been discharged except for statutory holdbacks properly retained.

The form related to Item 2 acceptable to The Regional Municipality of Peel is attached for your use.

Should you have any questions or concerns, please contact the undersigned at your earliest convenience.

Sincerely,

 {Enter Project Manager's Name}

{Enter Title}

 Copy to: