

## PROJECT CLOSEOUT EMAIL TEMPLATE WITH DOCUMENT LINKS

Hello Click or tap here to enter name,

As you know, we completed the scope of work for Project Click or tap here to enter project name on Click or tap to enter a date. Unless there are any outstanding issues, I would like to formally close this project and submit it for final billing. Thank you for the opportunity to work with you, and I look forward to any additional work we can provide you with in the future.

Attached you will find our closeout documentation for this project. Please review each and let me know if you have any questions.

- Level 3 System Acceptance Form for you to sign and return.
- Project Warranty Statement.

The OneDrive link below will allow you to download the as-built files, network schedule, inventory listing, and control system files. Please note that you can only access the OneDrive link for security purposes. Please let me know if I need to grant access to additional individuals.

### **Muni 2 YEALINK CONF ROMS**

I would also like to introduce our Customer Support Services Team at Level 3 AV. Should your system require servicing, or you have any issues that you need assistance with, please don't hesitate to contact the Support Services Team. Contact information is as follows:

Service Helpdesk

(480) 690-4496

[support@l3av.com](mailto:support@l3av.com)

Vanessa Garcia

Support Services Admin

[vgarcia@l3av.com](mailto:vgarcia@l3av.com)

Brandon Horsfall

Director of Customer Success

[bhorsfall@l3av.com](mailto:bhorsfall@l3av.com)

Finally, I would appreciate candid feedback on our performance as an integration partner for Click or tap here to enter Client Name. You will be receiving a separate survey invitation email shortly. Thank you in advance for any insight you may provide.

Please let us know if you have any questions, and we are looking forward to working with you again!

Best regards,