DATE

Project ID

ATTN:

COMPANY

ADRESS

ADRRESS  
ADRESS

Final Notice

As you know by now, the Department is undertaking a major initiative to close out projects within 6 months from the time they are considered substantially complete. This includes fifteen (15) days for the Department and Contractor to resolve any issues once the item record account review and materials review are completed.

Currently our records indicate that the project listed above still has the following items that require your attention.

1.

2.

3.

4.

5.

6.

Please submit the above information within ten business days of this letter. If the information is not received within this time frame, pay adjustments will be made. Your cooperation in this matter is greatly appreciated, as all parties want these outstanding issues resolved.

Sincerely,

Project Manager