(Note: Please use this format when preparing letter on your letterhead)

DATE

# CENTRAL FLORIDA EXPRESSWAY AUTHORITY

4974 ORL Tower Road

Orlando, Florida 32807

**PROJECT:** Project Name

 Project Number

 Final Payment

**ATTENTION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Director

Dear \_\_\_\_\_\_\_\_\_\_:

This will acknowledge our receipt of PAYMENT ESTIMATE NO. XX , FINAL. & RETAINAGE

We have examined this Estimate in detail and found it to be a correct statement of our account.

We hereby agree to accept payment of balance due in the amount of $000,000.00

(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX) for full settlement of our account under this contract covering construction of the above project and all claims in connection therewith.

 Sincerely,

 Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_