**Certified Mail No.:**

Date

Name of Project Manager or Agent

Construction Company Name

Address

**REF: OFFER OF FINAL PAYMENT**

 Project No.:

 Project Description:

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

Enclosed is a copy of the cover sheet for the proposed Final Estimate No. \_\_ and proposed Supplemental Agreement No.\_\_. The proposed final estimate documents show a remaining amount due of $\_\_\_\_\_\_\_\_, for a final total contract amount of $\_\_\_\_\_\_\_\_\_. In accordance with article 7.9(A), written acceptance of this offer of final payment or a qualified letter of acceptance of this final offer must be submitted within 60 days. If a qualified letter of acceptance is submitted, a complete claim package must be submitted within 120 days from the date of final offer.

Our records indicate that the date of Final Acceptance was \_\_\_\_\_\_\_\_\_\_\_\_\_.

In order for the final payment less retained amount to actually be made, those documents enumerated in 7.9 (B-J) must also be submitted.

Retainage will be released when the documents listed below are provided:

Contractor’s Final Release

Form 21A

Form 21B

Certification of Disbursement of Previous Payments to Release Final Payment

Record of Construction Materials

Contractor’s Acceptance of Final Payment

We have enclosed these required closeout forms.

 Sincerely,

 CEI Resident Engineer

Attachments: