Date

Central Florida Expressway Authority

Attn: Director of Construction

4974 ORL Tower Road

Orlando, FL 32807

**Reference:** **Project Name**

 **Project No.: \_\_\_\_\_**

##### Letter No. \_\_\_\_

## **Subject: Vendor’s Name – ODMP**

 **CFX Purchase Order No. \_\_\_\_\_\_\_**

Dear :

Enclosed is invoice no. \_\_\_\_\_\_ from **Vendor’s Name** along with a summary of the ODMP invoice for the subject project. We have reviewed the invoice and based on plant and on-site observation the materials have been properly manufactured.

We recommend payment of the invoice.

If you require any further information, please let us know.

Sincerely,

**CEI Construction Services, Inc.**

Resident Engineer

Enclosures