Date

Resident Engineer

CEI Construction Services, Inc.

Address

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

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

**Contract No. \_\_\_\_\_**

## **Subject: Vendor’s Name Invoice – ODMP**

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

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

Please find attached Invoice No. \_\_\_\_\_\_\_ from **Vendor’s Name** dated \_\_\_\_. **Construction Company’s Name** confirms that: (1) we’ve received the materials on the attached invoice and found them to be properly manufactured and in a serviceable condition, (2) the materials have been manufactured and are properly stored at **Vendor’s Name** manufacturing plant or (3) a combination of (1) and (2) to satisfy the disposition of the material.

**Construction Company’s Name** recommends that the Central Florida Expressway Authority make payment to **Vendor’s Name** for Invoice No. \_\_\_\_\_\_\_ in the amount of $\_\_\_\_\_\_\_\_\_\_\_.

If you require any further information, please contact us.

Sincerely,

**Construction Company’s Name**

Name

Title

Attachment(s)