**Date**

**Vendor’s Name**

**Address**

Reference: **Project Name**

**Project No.**

**Contract No.**

##### Letter No.

## Subject: CFX Material Purchase Order No. \_\_\_\_\_\_\_\_\_

CFX Supply Bond Purchase Order No. \_\_\_\_\_\_\_\_\_

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

Please find attached Central Florida Expressway Authority (CFX) Supply Bond Purchase Order No.\_\_\_\_\_\_\_\_ in the amount of $\_\_\_\_\_\_\_\_\_\_\_ concerning the Supply Bond and Rider for CFX Material Purchase Order No. \_\_\_\_\_\_\_\_\_\_ identified as CFX Project No. \_\_\_\_\_\_\_\_\_\_, **Project Name**. All of the terms and conditions previously agreed upon by **Vendor’s Name** and the CFX are still incorporated in CFX Supply Bond Purchase Order No. \_\_\_\_\_\_\_\_.

Please be advised that the CFX Supply Bond Purchase Order No. \_\_\_\_\_ is only for the payment of the Supply Bond and Rider. Invoices for all materials should continue to be submitted to the “Bill To” address shown on CFX Material Purchase Order No. \_\_\_\_\_\_\_. As stated previously, please continue to deal directly with **Construction Company’s name** on all other matters such as shop drawings, fabrication schedules and deliveries.

Thank you for your participation in this matter. If you have any questions, please do not hesitate to call.

Very truly yours,

Central Florida Expressway Authority

Director of Procurement

Enclosures

cc: Procurement

Contractor

CFX