September 20, 2018

Construction Company’s name

Attn:

Address

**Reference: Project Name:**

#### Project No.:

##### Letter No.:

## **Subject: CFX Purchase Order No. \_\_\_\_-ODMP-00\_**

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

CFX and **Vendor’s name** entered into the subject Purchase Order for the procurement of **material purchased (ie. prestressed concrete beams, piling)** for CFX Project **No**, **Project Name.** The amount of the Purchase Order was $.

As per our records, all materials described in the Purchase Order have been properly fabricated and have been delivered to **Construction Company’s name**. The final amount of the materials purchased is $. Our records indicate that to date **Vendor’s name** has been paid in the amount of $, which is complete and final payment.

The CFX desires to close-out the Purchase Order with **Vendor’s name** and requests that **Construction Company’s name** confirm that there are no unresolved time or money issues between **Vendor’s name** and **Construction Company’s name** by signing below.

Thank you for your participation the CFX Owner Direct Purchase program. If you have any questions, please do not hesitate to call.

Sincerely,

**CEI Construction Services, Inc.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Engineer **Construction Company’s name**

cc: CFX