[Date]

Contractor’s Name & Address (A)

Ladies and Gentlemen:

 This letter is in reference to Contract No. (B)

Please be advised that a Semi-Final Inspection has been scheduled for (C- Date) , for the referenced contract. Interested persons should meet at the LOCATION conference room located at ADDRESS, at (D - Time). Time charges will not be stopped until completion of all original contract work.

By copy of this notice, for those parties who cannot attend the Semi-Final Inspection, I am requesting that they provide their comments no later than three working days after the scheduled inspection date in order that all concerns be addressed on the Semi-Final Inspection punchlist report. Should anyone not be able to provide his/her comments in this time frame, it is requested that my office or the Area Engineer be contacted.

Should you have any questions regarding the above, please feel free to contact my office at (302) -. Thank you for your attention on this matter.

 Sincerely,

 Name.

Group \_\_\_\_ Construction Engineer

\_\_:\_\_

cc:Area Engineer, FHWA

 ,Assistant Director, Finance

 , Assistant Director of Performance Management

 , Assistant Director, Bridges **(BRIDGES ONLY)**

, Assistant Director, Construction

 , Assistant Director, Traffic

, Assistant Director, Local Systems Improvement **(TE PROJECTS)**

 , Assistant Director, North Project Development

 , Contract Services Administrator **(STIMULUS PROJECTS ONLY)**

, Projects Compliance Manager

, Public Information Officer, Public Relations

, Consistency Control Engineer, Quality

, \_\_\_\_\_\_ District Engineer

, \_\_\_\_\_\_ District Maintenance Engineer

, Environmental, North District

, Group Engineer, Engineering Support

 , Contract Services Administrator

 , Safety Officer, North

 , Materials & Research Engineer

, ADA Coordinator **(MUST be notified)**

 , Roadside Environmental Administrator

 , Roadside Environmental

 , Performance Management Engineer

, Chief Estimator, Group \_\_\_\_ Construction **(NON DEMOLITIONS ONLY)**

, Stormwater Engineer

, Assistant Stormwater Engineer

, E&S Program Manager **(IF CCR INVOLVED)**

, Area Engineer, Group \_\_\_\_ Construction

 , Project Supervisor, Group \_\_\_\_ Construction