[Date]

Contractor’s Name & Address (A)

Ladies and Gentlemen:

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

The Group Engineer for Group (?) Construction has notified us that all items on the referenced contract have been completed according to plans and specifications. The project is accepted by the Division of Maintenance and Operations as of (C – Acceptance Date) . The last chargeable day of work was (D – Date).

You are relieved of any further construction and maintenance responsibilities on this project. However, the contract will not be closed and final payment will not be made until the value of such work has been reviewed, all previous payments checked, all claims satisfied, and all provisions of the contract have been completely fulfilled.

Sincerely,

## Name

###  Director, Maintenance and Operations

\_\_:\_\_\_/\_\_\_

cc:

 , Labor Relations Officer, Department of Labor

 , Chief Engineer

 , Area Engineer, FHWA

 **,** Director, Public Relations

 , Assistant Director, Finance

, Assistant Director, Traffic

, Assistant Director, North Project Development

, Assistant Director, Performance Management

, Assistant Director, Bridges

, Assistant Director, Maintenance & Operations

, Assistant Director, Construction

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

 , Real Estate Manager

, Team Support Engineer

 , Contract Services Administrator

 , Environmental Studies

 , Materials & Research Engineer

 , External Audit Supervisor

, Group Engineer, Project Development, \_\_\_\_ District

 , DBE Program Manager

 , Competitively Bid Contracts Coordinator

, Road Inventory Supervisor

, Stormwater Engineer

, E&S Program Manager

, Assistant Stormwater Engineer

, Administrative Officer, Engineering Support

 , Chief Estimator, Group \_\_\_\_ Construction

 , Utilities Engineer

 , Utility Coordinator, \_\_\_\_ District

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

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

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