

HURF EXCHANGE PROJECT - SAMPLE FINAL ACCEPTANCE LETTER TO CONTRACTOR

Place on Sponsoring Agency's Letterhead

***Note: All items in red should be removed and replaced with the required information prior to submission to the ADOT Local Public Agency Section.**

(Insert Date)

Name of appropriate individual associated with the contractor

Company Name

Address

City, State Zip

Re: Final Project Acceptance

ADOT Project Number:

Project Name:

Project Location:

COG/MPO TIP ID Number:

Dear Mr./Ms. _____:

This letter shall serve to confirm that **(Insert sponsoring agency's name)** found the project work on the above referenced project to be substantially complete effective **(Insert date)**, including:

1. Punch list items
2. Other
3. Other
4. Other

Please consider this project as accepted and complete. Thank you.

Sincerely,

Project Manager Name

Title

Agency

Address

City, AZ, Zip code

Phone Number

Email address