**HURF EXCHANGE PROJECT - SAMPLE CLOSEOUT LETTER TO ADOT**

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)

ADOT Local Public Agency Section

205 S. 17th Ave. Mail Drop EM11

Phoenix, AZ 85007

**Re:** **HURF Exchange Project Closeout**

 **ADOT Project Number:**

 **Project Name:**

 **Project Location:**

 **COG/MPO:**

 **COG/MPO TIP ID Number:**

To Whom It May Concern:

The **(Insert sponsoring agency’s name)** received the final deliverables on **(Insert date)** for the above referenced HURF Exchange project.

The undersigned certifies that:

1. The work in the subject contract has been inspected for deficiencies;
2. The required project review was conducted by representatives of **(Insert sponsoring agency’s name), (Insert COG/MPO)** and ADOT on **(Insert date)**;
3. The contractor has fulfilled all contractual obligations; and
4. The contractor was paid in full by **(Insert sponsoring agency’s name)** on **(Insert date)**.

Attached is the following required documentation:

**\*Note:** All Final Acceptance letters to the ADOT Local Public Agency Section will be returned ***without*** action unless all items listed below are submitted with this letter.

 An invoice for the final 10% of HURF Exchange funding for eligible costs on the project;

 Documentation reflecting payment in full by **(Insert sponsoring agency’s name)** to the contractor; and

 The project final acceptance letter from **(Insert sponsoring agency’s name)** to the contractor.

Please consider this project as accepted and complete. Please contact us if you have any questions regarding this request or require additional information. Thank you.

Sincerely,

**Project Manager Name**

**Title**

**Agency**

**Address**

**City, AZ, Zip code**

**Phone Number**

**Email address**