



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-0348

DATE: _____

M. _____

CONSULTANT: _____

ADDRESS: _____

SUBJECT: Contract No. _____ Work Order _____ (if applicable)

Project No: _____ County _____

Description: _____

Dear M. _____:

This letter is to advise you that your firm has satisfactorily performed the work outlined under the subject contract or work order. You may submit a final invoice for the retainage on the project.

If a retainage invoice is not received within 90 days of this notification, this office requests that the Division of Finance release all retainage on this contract or work order.

Current records show \$_____ is being held in retainage. If you have any questions, please contact this office.

Sincerely,

Project Manager

cc: Program Development & Administration Division
Finance Division
Design Office

Revised