(LPA Letterhead)

**(Enter Date)**

**(Enter Contractor’s Name and Address)**

Dear Sir/Madam:

Based on the attached final estimate, we are prepared to issue final payment in the amount of **$(Enter Final Current Period).**

**(Enter Project Number) (Enter County) $(Enter Final Current Period)**

If you agree that this is the correct amount for Full and Final Settlement of all amounts due or claims under or arising out of the contract, please have an officer of your company authorized with us to sign contracts to provide their signature and one witness signature below:

Signature of Authorized Officer Signature of Witness

Company Name Date

Please return this completed document for further processing the address below:

**(Enter LPA Return Address)**

Once received, we will process the final estimate to our Financial Management Division for payment in the amount of **$(Enter Final Current Period)**.

If you have any questions, please contact me at **(Enter Telephone Number)**.

Sincerely,

**(Enter Chief LPA Official),**

**(Enter Chief LPA Official Title)**

Cc:

State LPA Engineer – MDOT 77-01