**Directions for Program Manager:**

**FILL IN INFORMATION AS APPLICABLE AND DELETE THESE INSTRUCTIONS BEFORE SENDING**

[Date]

[Vendor Name

Attn: VENDOR CONTACT

Company Street Address

City, State, Zip]

RE: Final Payment and Release of Claims for [PO11111]

Dear [Name]:

The District Department of Transportation (DDOT) is currently reviewing all purchase orders (POs) with remaining balances that are believed to be inactive and/or complete, in order to close them out. The [PROJECT TITLE, FAP NUMBER(S) AND/OR DC PROJECT NUMBER(S)] currently show(s) that [PO11111] with your company, [VENDOR], has unexpended balances as shown in the table below.

|  |  |
| --- | --- |
| PO: PO111111 | Title: INSERT PROJECT TITLE |
| Vendor: Vendor Name |
| FAP: INSERT FAP NUMBER(S) |
| DC Project #: INSERT DC PROJ NUMBER(S) |
| Last Invoice Rcvd to DDOT: INSERT DATE | Balance: INSERT REMAINING UNEXPENDED PO BALANCE |
| Last Payment Date to Vendor: INSERT DATE | Created: INSERT PO CREATION DATE |

Does [VENDOR] confirm that all previous invoices have been paid in full and that no additional invoices will be submitted against [PO11111] including for retainage?

If yes, **please complete, sign, and return (via email) the enclosed Final Payment and Release of Claims** letter to confirm there are no outstanding invoices, charges, pending deliverables, disputes, retainage, liens or claims arising out of these contracts and that this PO can be closed.

**Please return the completed form with authorized signature to the contact listed below within seven (7) calendar days.** Please advise this office immediately of any outstanding issues that would prevent PO closeout.

Thank you in advance for your cooperation.  
  
[Program Manager]  
*[DDOT,*

*Title,*

*Department]***o.** 202.xxx.xxxx

**e.** first.last[@dc.gov](mailto:xxxx.@dc.gov)

Enclosures (1):

*Final Payment Acceptance and Release of Claims*