Place on official Municipal letterhead

Notice of Acceptance

Date

Contractor

Contact

Address

TIP# -

WBS# -

Federal Aid# -

County –

Project Description –

SUBJECT: Notice of Acceptance

Dear [*contractor*],

A final inspection for the above referenced project was held on [*Date of inspection with NCDOT*]. All work and punch list items has been completed for the entire project. The [*Town of/City of*] herby accepts the [*project name*] project completed as of [*last date of work*].

The warranty period for all work will commence 1 – year from the completion date [*last date of work].*

The Final Estimate package is being prepared for the NCDOT to review. At your earliest convenience, please provide a draft of your final payment application, which must be included in our Final Estimate package. Once NCDOT’s review is complete, the [*Town of/City of*] will advise of any applicable discrepancies needing resolution. You will be given time to review and determine if there are additional claim issues, quantity discrepancies, time extension concerns, liquidated damages. If you do not agree with discrepancies that may be presented, you can request a Closeout Conference.

Sincerely,