Place on official Municipal letterhead

Request for Concurrence in Construction

Date

North Carolina Department of Transportation

Division Contact Name

Address

TIP# -

WBS# -

Federal Aid# -

County –

Project Description –

SUBJECT: Request for Concurrence in Construction

Dear,

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 [*Town of/City of*] requests Project Acceptance Concurrence from the North Carolina Department of Transportation. A copy of the acceptance letter is included for your review.

Sincerely,