

ABC CONTRACTING, XYZ.

Street address, City, State Zip – Phone, email

Date

Airport Authority

Address

City, State Zip

Re: Airport Name

Project Description

WBS Number

Mr. Airport Manager,

ABC Contracting, XYZ, has no request for any extension in time or any adjustment in compensation from what is shown in the final estimate on the above referenced project.

We are satisfied with the final quantities and have no dispute.

Sincerely,

ABC Contracting, XYZ

Project Manager