*CEI Company Letter Head*

*Date*

NCDOT Materials & Tests

Mr. Christopher A Peoples, PE

State Materials Engineer

1801 Blue Ridge Road

Raleigh, NC 27607

 Subject: Project Certification: WBS Number ######, TIP Number ######, County ######, Project Description

Dear Mr. Peoples,

This is to certify the construction and acceptance of materials for the above project was completed on *Month Date Year*. *CEI Firm Name*, was employed by *LGA Name* to provide inspection, materials testing, submittals of material certifications, and test result evaluations. The certification process is in compliance with the FHWA Code of Federal Regulations, NCDOT Procedures, and NCDOT Standard Specifications For Roads and Structures.

*CEI Firm Name* finds the materials used and paid for in this project meet or exceed all requirements of the contract bid documents. It is hereby requested for the Materials and Tests Unit to complete the certification process for the certifiable materials used in this project.

Thank you,

Licensed PE Name

Company Name

Contact Information

PE seal and signature