

Date

Project Contractor Contact
Company Name
Address
Town/City, NH Zip

RE: Project Name & #
Federal Program & #
Project Description
Completion and Acceptance

Dear ??:

You are hereby advised that construction of the above referenced project was completed by the [**Contractor Name**] and Accepted by the Town/City on **DATE**.

All punch list items have been addressed from the final project inspection conducted by NHDOT's Project Manager, Project Sponsor, Consultant and Contractor.

By copy of this letter the project work is now turned over to the [**Project Sponsor**] for maintenance. It is the responsibility of the Contractor to file the required Notice of Termination forms when applicable with the EPA and with the Department.

Sincerely,

XXXXXXXXXXXXx
Project Sponsor Contact
Town/City of ?
Telephone: (603) XXX-XXXX

cc NHDOT Project Manager – Bureau of Planning & Community Assistance
NHDOT Office of Federal Compliance
Consultant – Contact performing construction inspection