

**DEPARTMENT OF TRANSPORTATION**

DISTRICT [No.]

[OFFICE NAME (in all caps)]

[OFFICE Address]

[OFFICE City, State Zip]

(OFFICE) PHONE (area code) XXX-XXXX

(OFFICE) FAX (area code) XXX-XXXX

TTY 711



*Flex your power!  
Be energy efficient!*

**CERTIFIED MAIL – RETURN RECEIPT REQUESTED**

Article No. (This comes from the Certified Mail™ receipt)

[Date]

[Contractor's Name]

[Contractor's title]

[Name of Contractor's business]

[Address]

[City, State ZIP]

Re: [Contract EA. District-Co-Rte-PM (KP), Federal Aid Project]

Dear [Contractor's Name]:

District [XX] Construction has resolved all of the exceptions you claimed on the proposed final estimate dated [Date] for this contract [xx-xxxxxx]. The stated exceptions to the proposed final estimate are valued at \$[xxx,xxx.xx]. We have agreed to the final disposition of your claims as indicated in the attached final estimate.

This letter concludes the Department's contractual administrative claims resolution process.

Sincerely,

[Deputy District Director's Name- in all caps]

Deputy District Director

Construction

Attachment

c: [Resident Engineer's Name], Resident Engineer  
 [Construction Engineer's Name], Construction Engineer  
 [Construction Field Coordinator's Name], Construction Field Coordinator  
 [District Construction Claims Engineer's Name], District Construction Claims Engineer  
 [District Construction Office's Name], District Construction Office  
 [Division of Construction Construction Claims Engineer Name], Division of Construction

[These names appear on the original letter and all copies of the original letter.]

[Author's name/typist's initials (only show on file copies)]