**Date**

**Addressed to District Contact**

**District Mailing Address**

**City, State, Zip Code**

RE: **Final Acceptance Letter**

**Project Description**

**Project Number**

Dear: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Final Inspection of this project was completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date). We hereby report it to be satisfactorily complete and recommend acceptance. The final documentation is being completed for the project.

The following is a description of and data associated with the project:

**Description of the Project**

Number of Working Days in Contract \_\_\_\_\_

Number of Working Days Charged \_\_\_\_\_

Actual Project Completion Date \_\_\_\_\_

Contract Completion Date \_\_\_\_\_

Liquidated Damages (Days) \_\_\_\_\_

There are no further items which need to be complete.

If you have any questions or need any additional information, please feel free to contact **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Contact Name and Phone Number***

Sincerely,

**(LPA Signature Block)**