June 9, 2020

Mr. Kent Lage, P.E.

Johnson County Public Works

1800 West 56 Highway

Olathe, KS 66061

PROJECT NAME

CARS PROJECT NO.

This letter will serve as official notice of **project closeout**.

**use either**

The enclosed invoice, dated ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the amount of $\_\_\_\_\_\_\_\_\_\_ is the final invoice for this project.

**or**

All costs eligible for reimbursement under the interlocal agreement for this project have been billed and reimbursement has been received. As no further claims for the project are pending, the project may be closed.

Please contact me if you have any questions or require further information.

PROJECT MANAGER NAME

TITLE

Enclosure