<<First Name, Last Name>>

<<Company>>

<<Address>>

<<City, State Zip>>

**RE: Close Out Deliverables**

Dear <<Salutation Last Name>>:

This letter serves to inform you that you have not completed the following activities required to closeout, <project# and name>:

* <<LIST ALL INCOMPLETE ITEMS>>

As you are aware, in accordance with Article 1 of the AE Standard Terms and Conditions applicable to the project, the A/E is required to perform its Services expeditiously and consistent with the professional standard of care. Closeout is an essential step to ensure the orderly completion of the project.

Please complete the above-listed activities no later than <<DATE>>. Failure to complete the above listed items by <<DATE>>may impact scores given during the shortlisting process when considering your firm’s qualifications for future work at the university.

Thank you for your cooperation as we work together to ensure the success of this important project.

<<Project Manager Name>>

<<Project Manager Title>>