Tuesday, March 06, 2018

Via UPS

Contact

Vendor Name

Address

City, State, and Zip

**Re: Close-Out for Contract #**

Dear       :

Recently, the BuildLACCD Program Management Office (PMO) learned of your refusal to sign our Financial Close-Out form (FCO) for the above-referenced Professional Services Contract. We are requesting that       please sign this FCO as the work associated with this has been completed. The BuildLACCD PMO will not issue further payment against this Professional Service Contract.

If you believe that this Professional Services Contract should not be closed, please provide any factual information which supports your position within ten (10) calendar days of receipt of this letter. If we do not receive this information as indicated above, or the executed FCO, BuildLACCD PMO will consider this Professional Services Contract closed.

Attached is a copy of the FCO for your convenience. We look forward to your response.

Sincerely,

Contracts Department

BuildLACCD Program Management Office

Enclosure: Financial Close-Out (Form CP-0684)