

[Use Current Letterhead]

{Date}

(Only send certified if truly necessary)

CERTIFIED MAIL #{xxxx xxxx xxxx xxxx}
RETURN RECEIPT REQUESTED

[Mr. or Ms. or . . .] {Consultant's Name}
{Consultant's Company}
{Company's Address}
{City, State Zip Code}

Subject: Notice of Intent to Unencumber Work Order Balance
{Facility Name}
{Facility Street Address}
{City, xxx} County
FDEP Facility ID# {xxxxxxxxx}
Work Order# {201x-xx-Wxxxx}

Dear [Mr. or Ms. or . . .] {Consultant's Last Name}:

The Final Deliverable for Work Order # {201x-xx-Wxxxx} was approved on {Date}. **REVISE LANGUAGE IF DIFFERENT REASON** To date, we have not received an invoice for the remaining balance of \$ {xxx.xx}. Please submit one original invoice (with supporting documentation such as a complete Contractor Affidavit/Release of Claim form) to the Accounting Section of the Petroleum Restoration Program at the letterhead address, Mail Station 4575. If we do not receive the invoice within **15 calendar** days of **the date** of this letter [(if the remaining balance is the full work order amount) the Work Order will be **cancelled,** the remaining balance will be unencumbered **and no payment will be issued.**

If you should have any questions, please contact me at (850) 245- {xxxx} or at the letterhead address, Mail Station {xxxx}.

Sincerely,

Site Manager

NorthStar Contracting Group Inc. Site Manager
Petroleum Restoration Program Section Five
Email: {xxxxxxxx}@northstar.com

{Consultant's Name (same as in address)}

FDEP Facility ID # XX/XXXXXXXX

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March 13, 2019

Lance Jones
Contract Manager/Planning Consultant
Petroleum Restoration Program
Florida Department of Environmental Protection
Lance.G.Jones@dep.state.fl.us

Enclosure (Work Order)

cc: PRP Accounting – PRP_Accounting@dep.state.fl.us
File