

Davis Bacon Labor Relations *Notification of Recapture Boilerplate*



[The following letter should be submitted on the Sub-Grantee's letterhead and the Davis Bacon Header and SLC logo should be removed]

DATE:

TO: Jacob Williams, Housing and Neighborhood Development

FROM: **Signatory Name, Signatory Title**

RE: Recapture of Funds for **Project #, Project Name**

Dear Jacob Williams,

Contractor Name has completed Project # _____ the **Project Name** and the file has been completely closed.

I certify that all billing is complete and Housing and Neighborhood Development can recapture any and all remaining funds.

Sincerely,

Signatory Name
Signatory Title

cc: Jennifer Schumann

Last Updated 7/23/2014