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|  |  | Dotlogoblack | Division of TransportationInvestment Management PO Box 7914  Madison, WI 53707-7914 | **Governor Tony Evers**  **Secretary Craig Thompson**  wisconsindot.gov  Telephone: 608-266-3351  Facsimile (FAX): 608-267-6748 |
|  |
|  |  | January 8, 2019 | |  |
|  |  | (ATTN)  (COMPANY NAME)  (STREET ADDRESS)  (PO BOX)  (CITY, STATE 9-DIGIT ZIP CODE) | |  |
|  |  | **(subject)** | |  |

Dear (Salutation):

This is a formal request that you complete the remaining construction work and documentation required to close your contract for this project. Records at the Wisconsin Department of Transportation, Bureau of Aeronautics, indicate the following information:

1. You contracted to do (type of work) work at (location).

2. The last payment was made to you on (date).

3. The contract amount was (amount).

4. The contract retainage is currently (amount).

5. The reason for the retainage is (reason).

The department and airport owner want to have this project completed, pay your retainage, and close the contract. Refusal to complete remaining work will result in the issuance of a notice to you and your surety in accordance with Section 80-09, “Default on Contract,” of the **Standard Specifications for Airport Construction**, 1998 Edition.

Your contract time for remaining construction will begin running on (date). Documents required to complete your contract are due by (date). If you have any questions, please contact me at (608) or .

Sincerely,

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(project manager), P.E. Matthew P. Malicki, P.E., Chief

Airport Development Engineer Airport Engineering Section

(initials)

571bdev.dot/r.01/09/2019

cc: Consultant

Sponsor

Surety Company

Shannon Clary, WisDOT – BOA Equal Rights Officer