

SAMPLE NOTIFICATION OF CLOSEOUT LETTER

Dear Sir or Madam:

This is to advise you that HUD Cooperative Agreement No. XXXXXXXXXXXXXXXX was administratively closed on (insert date).

According to our records, the total agreement amount was \$ XXXXXXXXXXXXXXXX You have submitted invoices totaling \$ XXXXXXXXXXXXXXXX, and have been paid \$ XXXXXXXXXXXXXXXX .

In compliance with the record retention requirements of your cooperative agreement, you must retain all financial records, supporting documents, statistical records and all other records pertaining to this cooperative agreement for a period of three (3) years from the date of the submission of your final invoice.

If you have any questions, please contact the undersigned at (insert telephone number of G/CAO).

Sincerely,

Cooperative Agreement Officer