U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-3000

OFFICE OF HEALTHY HOMES
AND LEAD HAZARD CONTROL

SAMPLE CLOSEOUT LETTER

June 5, 2003

«Grantee»
ATTN: «Contact_Person»
«Organization»
«Organization_2»
«Address1»
«Address2»
«City», «State» «Zip5»

Dear «Contact_Person»:

This letter is to hereby give notification of the close out status of your grant. Upon execution of the attached HUD form 1044 to deobligate funds remaining on the grant, the grant will be officially closed, in accordance with 24 CFR 85.52/ 24 CFR 85.50, Closeout.

This grant will be closed out without requesting a separate audit. As the Federal sponsoring agency, we reserve the right to recover any amounts due HUD should a subsequent audit have findings affecting this award or if we discover any problems indicating a separate audit is needed.

Should you have any questions, please contact «GA», at «GAEXT».

Sincerely,

«GO»
Grant Officer