Date

Region Local Programs Engineer  
Department of Transportation

Contract Number  
 Contract Name  
 Federal Aid Number

Dear Sir:

For your information, I am sending you a copy of the contract completion letter that was sent to the ­contractor. I request inspection and acceptance of the project by WSDOT.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Director of Public Works)  
(County Engineer)  
(City Engineer)  
(Local Agency Engineer)