

SAMPLE CONSTRUCTION COST LETTER

(DATE)

(CONTACT NAME)

(ADDRESS)

(ADDRESS)

(PHONE NUMBER)

REF: Certified Cost of Public Improvements  
(PROJECT NAME or PROJECT NUMBER)

Dear (CONTACT NAME)

The following items are shown on the approved construction plans for (PROJECT NAME or PROJECT NUMBER) and have now been constructed. The cost of constructing these public improvements is listed below:

Item Description	Certified Cost
Public Sanitary Sewer	\$ Amount
Public Water	\$ Amount
Reuse	\$ Amount
Storm Drainage	\$ Amount
Public Streets Paving	\$ Amount
Public Streets Curb & Gutter	\$ Amount
Public Sidewalk	\$ Amount
Street Trees	\$ Amount

Sincerely

(CONTACT NAME)

(PHONE NUMBER)