***TN Airport***

***Applicable Address***

***April xx, 20XX***

**FOR TENNESSEE AERONAUTICS DIVISION USE ONLY**

TAD PROJECT MANAGER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***(Applicable TAD Staff Member)***

TDOT, Aeronautics Division

Engineering and Program Development

PRINT

7335 Centennial Boulevard

Nashville, TN 37209

DATE

SIGN

Re: Request for Grant Close-out

TAD No. ***xx-555-xxxx-xx***

TAD Contract No. ***AERO-xx-xxx-xx***

Dear ***xxxx***,

The ***(City of/County of/Airport Authority)*** requests closure of the above referenced grant.

The work is complete and has been accepted by our professional service provider ***(ABZ Engineering)*** and the ***(City of/County of/Airport Authority)***.

All financial transactions are final, no additional invoices will be submitted; based on our records the total grant expenditures amount to ***$x,xxx,xxx,xx***, leaving a balance of ***$x,xxx.xx***.

Please return the local share of the remaining balance to the ***(City of/County of/Airport Authority)***.

Sincerely,

***(Sponsor Grant Manager)***

***(Title)***

***(Signature)***