Date the Letter is Sent

Mr./Ms. Addressee

Railroad Company Name

Railroad Address

Railroad City, State Zip

RE: Contractor Release for INDOT Contract Contract ID

Project Description

 City/County Name, Indiana

Dear Mr./Ms. Addressee Name:

This correspondence is being sent to inform you that the 15 day period to submit a Railroad Release of Contractor to the Indiana Department of Transportation (INDOT) has expired as of Date 15 Days After RR Release Letter Date. The request for this document was sent to you via mail, fax, or email on Date on RR Release Cover Letter. INDOT has not received this document, a report of any outstanding claims against the contractor, or a report that railroad property was not left in acceptable condition. INDOT will now proceed to process the final paperwork for the above referenced contract in order to finalize the contract and make final payment without documentation from your company.

 Sincerely,

 Project Engineer/Supervisor's Name

 INDOT Project Engineer/Supervisor

CC: Final Construction Record