**FINAL SETTLEMENT LETTER**

Company:   
ATTN:   
Address:   
City, State Zip:

Subject: Final Settlement Letter for Contract Number ***[Insert contract number]***

Date:

Dear ***[Insert name]***:

The contractor's release form is enclosed for final settlement of subject contract. Please complete and return.

All work was accepted as substantially complete on ***[Insert date]***. The final contract price is $***[Insert amount].*** Previous payment(s) has/have been made in the total amount of $***[Insert amount],*** leaving an unpaid balance of $***[Insert amount].***

Upon receipt of the fully executed contractor’s release, and witnessed by two people, the final voucher can be released to our Accounting Support Group for processing of the final payment.

Sincerely,

***[Insert Name]***

***[Insert Title]***

*Federal Aviation Administration (FAA)*