August 10, 2022

«District\_Rep»

«Dist\_Rep\_Title»

«District\_Address»

RE: «Law\_Year» Capital Appropriation Project -«Appropriation\_Title»

Contract No. «Contract\_Number»

Vendor No. «Vendor»

Control No. «Control\_Number»

Dear «MRMS»«District\_Rep»:

Attached please accept the first reimbursement request for «Appropriation\_Title» project "«Law\_Language»".

«Lead\_Agency» currently is requesting $0.00 out of the total funding amount of «Amount\_Appropriated» of the total Capital Outlay agreement. «Lead\_Agency» certifies that the referenced reimbursement request for work and/or services was performed, is correct and just and that payment therefore has not been received. The remaining balance is $0.00.

Should you require further information, or have any questions, do not hesitate to contact our office.

Sincerely,

«FIRST\_NAME» «LAST\_NAME»

«TITLE»

Attach: Exhibit 1

Copy of Checks and Invoices