

Figure 14-30
DFEE LETTER TO CONTRACTOR
NOTIFICATION OF IMPENDING FORFEITURE

Date:

CERTIFIED MAIL
Return Receipt Requested

Contractor's Name
Contractor's Address
City, State, Zip

SAMPLE LETTER FORMAT for Forfeiture Letter to
Contractor as Per Florida Statute 337.141(4).

Gentlemen:

NOTICE OF IMPENDING FORFEITURE

State Job Number: _____
Financial Project Number: _____
Federal Aid Project Number: _____
Contract Number: _____; _____ County

The above referenced contract was completed _____ . All appropriate Final Estimate papers were mailed to you on _____ , indicating a balance due on this contract of \$ _____ .

If the following document(s) is/are not received within 60 days of receipt of this letter, our files will be closed in accordance with Florida Statute 337.141(4).

Construction Materials Affidavit
Federal Wage Rate
Acceptance Letter
Form 21-A
FHWA-47
Freight Bills

Sincerely,

District Final Estimates Engineer
(Area code) Phone Number

cc: Legal
Resident Engineer

Figure 14-30
DFEE LETTER TO CONTRACTOR
NOTIFICATION OF IMPENDING FORFEITURE

Revised 09/09/1999