

Date

Michelle Stryker
NE Game and Parks Commission
2200 North 33rd Street
Lincoln, NE 68503-0370

RE: RTP (Insert Number and Name of Project) Reimbursement Request

Dear Michelle:

This letter is to request reimbursement for RTP (Insert Number and Name of Project). The total amount spent is (Fill in dollar amount). As per our agreement, the Federal Highway Administration will pay (Fill in the percentage amount) % and we will pay (Fill in the percentage amount) %. Therefore, we request that Nebraska Game and Parks Commission reimburses us in the amount of \$(Fill in dollar amount) at this time.

We have attached the Project Billing Form, along with the Supplemental Invoice and proof of payment for the project. This should be the information you need to process our request. This project will be completed by the date stated in the project agreement or amendment thereto with the Nebraska Game and Parks Commission. We have provided you with any change orders to this project as well for filing purposes, so those are in effect as well.

If you have any questions regarding this, please do not hesitate to contact me at (Fill in phone number) or email me at (Fill in email).

Sincerely,

Your Name
Title