|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | |  | |  | | | | | | |
| **Date:** | | | | Insert Date | |  | | | | | | |
|  | | | |  | | | | | | |  | |
| **Bond Co. & Address:** | | | | Insert Name of Bond Company & Address | | | | | | |  | |
|  | | | |  | | | |  | | |  | |
| **DAS Project Number:** | | | | Insert DAS Project Number | | | |  | | |  | |
|  | | | |  | | | | | | |  | |
| **Project Name:** | | | | Insert Project Name | | | | | | |  | |
|  | | | |  | | | | | | |  | |
| **Project Location:** | | | | Insert Project Location | | | | | | |  | |
|  | | | |  | |
|  | | | |  | | | | | | | | |
| **Subject:** | | | | **Bond Company Release Request** | | | | | | | | |
|  | | | |  | | | | | | | |  |
| **Attention:** | | | | Insert Contact Name at Bond Company | | | | | | | |  |
|  | | | |  | | | | | | | |  |
| All work required by the Plans and Specifications of the above project has been satisfactorily completed and it is now our intention to release the Final Payment: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | **The total amount of this contract was:** | | | | | $ | | Insert Total Amount of Contract | |  | |
|  | | **and** | | | | |  | |  | |  | |
|  | | **The amount due on the Final Payment is:** | | | | | $ | | Insert Final Payment Amount | |  | |
|  | | | | | | | | | | | | |
| We are filing a Certificate of Acceptance with intent to release the Final Payment. However, the Department of Administrative Services will not release Final Payment until it receives receipt of the appropriate *Consent of Surety to Release Final Payment Form*. Neither your consent nor releases of payment will, in any way, affect the protection afforded the State of Connecticut under your bond. | | | | | | | | | | | | |
|  | | | |  | | | | | | | | |
| Your reply should be addressed to: | | | | | | | | | | | | |
|  | | | |  | | | | | | | | |
|  | | | | **Department of Administrative Services, Construction Services** | | | | | | | | |
|  | | | | **Office of Design and Construction** | | | | | | | | |
|  | | | | Insert DAS PM Name | | | | | | | | |
|  | | | | **450 Columbus Boulevard, Suite 1201** | | | | | | | | |
|  | | | | **Hartford, CT 06103** | | | | | | | | |
|  | | | | Insert DAS PM Phone Number | | | | | | | | |
|  | | | |  | | | | | | | | |
|  | Sincerely, | | | |  | | | | | | | |
|  |  | | | |  | | | | | | | |
|  | DAS Project Manager | | | |  | | | | | | | |
|  | DAS Construction Services | | | | | | | | | | | |
|  | | | |  | | | | | | | | |
| copies: | | | General Contractor or CMR: | | Insert Name of GC or CMR | | | | | |  | |
|  | | |  | |  | | | | | | | |
|  | | | DAS Chief Architect: | | Insert Name of Chief Architect | | | | | |  | |
|  | | |  | |  | | | | |  | | |
|  | | | File Folder: | | Insert Project Number | | | | | - YH7 | | |
|  | | |  | |  | | | | | | | |

***END***