

(County Letterhead)

[insert date]

Jodi Gibson
NDOT Local Assistance Division
1400 Hwy. 2
P.O. Box 94759
Lincoln, Nebraska 68509-4759

RE: [insert month & year of event] ER Resolution/Completion & Compliance
Project No. [insert project number] Control No. [insert control number]
DDIR Site: [insert DDIR Site number]

At this time [insert county name] County is requesting reimbursement for all cost incurred to the above referenced site. Enclosed please find the final documentation for reimbursement for the referenced ER site.

- 1) County Resolution – Completion & Compliance
- 2) Cost Break Down Form

These documents have been approved by [insert county name] County and we look forward to receiving reimbursement for this site.

Sincerely,

[insert county name] County
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