See below.
Month day, YEAR

Project Number, County  
P.I. Number  
Project Description

Design Consultant Principal  
Company Name  
Address 1  
Address 2  
City, State  ZIP Code

RE: NOTIFICATION LETTER  
DECISION NOT TO PURSUE ERRORS AND OMISSIONS COST RECOVERY  
CONTRACT ID NUMBER: 0123456789

Dear Sir:

Your company was notified by letter on Month day, YEAR, of project issues identified on the above referenced contract. The Department of Transportation has determined the issues were not a result of plan errors and omissions. Please remit any charges incurred regarding this issue on the next Monthly Billing Invoice as post-design services referencing E&O Cost Recovery Claim Month day, Year. If further discussion is needed, please contact Project Manager at (XXX) XXX-XXXX.

Sincerely,

Kimberly W. Nesbitt  
State Program Delivery Engineer

BKH

Cc: State Construction Engineer  
State Design Policy and Support Engineer  
District Engineer  
FHWA (if FOS project)
References:
None.

History:
annual review: 01/29/21;
copied to GDOT Publications v.02.00.00: 04/04/12
Reviewed: 1/29/2021