

ASO Contracts Memo-002 format

TO: *Program*
FROM: *Contractor/Provider*
RE: ASO Log #xx-xxx for *Name of Provider*

This is to certify that the services or deliverables required for above mentioned *Contract/Agreement* has been completed and this is our final invoice for this *Contract/Agreement*.

We understand from the program that there is a remaining balance of \$x,xxx.xx in this *Contract/Agreement* which is not required by us to complete the services or deliverables agreed to in this *Contract/Agreement*.

We have verified this remaining amount through our own internal accounting office and understand that all necessary expenditures related to this *Contract/Agreement* has been accounted for and included in this final invoice.

Sincerely,

Authorized Signature

Title

Date