

Date

Address

RE: Award

Dear Subrecipient:

New Mexico Tech's records indicate that all work regarding the referenced Agreement, including the final report has been completed and accepted. Therefore, the Agreement will be closed out based on the following:

All data produced, generated, or acquired in the course of the Agreement has been reported.

Any inventions or discoveries made, conceived, or first reduced to practice during the course of the Agreement have been disclosed to New Mexico Tech.

All equipment covered under the contract has been reported to New Mexico Tech in the final property inventory.

• There are no other known outstanding contractual issues.

All costs incurred and due have been invoiced and paid. (If the final invoice for retention, if applicable, has not been submitted, please do so within 30 days.)

By this notice, New Mexico Tech will administratively close this Agreement within 30 days.

New Mexico Tech will not be held responsible for any outstanding issues, including payment of invoices, until response shall indicate to New Mexico Tech that the contractor has been notified in an e-mail for all costs incurred on the agreement and releases New Mexico Tech from all liabilities, obligations, claims, and

This notification does not relieve your organization from complying with provision (such as New Mexico Tech's right to audit, intellectual property provisions, and property/equipment provision) which survive the termination date of the Agreement.

If there are any other questions or issues regarding the above, please notify me orally in writing via

Agreement Number and your company name in the subject line.

Sincerely

Administrator's Name

Administrator's Title