

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 procured 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 property acquired 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 of the date of this notice if New Mexico Tech does not receive a response that there are any outstanding issues, including payment of invoices. Non response shall indicate to New Mexico Tech that the Contractor concurs that it has been reimbursed for all costs incurred on the agreement and releases New Mexico Tech from all liabilities, obligations, claims, and demands whatsoever under or arising from the contract.

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 expiration date of the Agreement.

If there are any other questions or issues regarding the above, please notify me only in writing via e-mail at administrator's email or by fax at (575) 835-5954 and include the New Mexico Tech Agreement Number and your company name in the subject line.

Sincerely

Administrator's Name

Administrator's Title