<Use Sponsor’s Letterhead>

(Date)

California Conservation Corps

Bonds and Grants Unit

ATT: Local Corps Grant Coordinator

1719 24th Street

Sacramento, CA 95816

To Whom It May Concern:

SPONSOR ORGANIZATION acknowledges that GRANTEE ORGANIZATION has finished work on the PROJECT NAME and considers the project complete. It is understood that funding, in part or in whole, for this project was provided through the GRANT PROGRAM fund under Grant Number: GRANT NUMBER.

The site is located at PROJECT LOCATION. SPONSOR ORGANIZATION considers this project completed.

Sincerely,

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Signature of Sponsor Representative

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Printed Name of Sponsor Representative Title of Sponsor Representative