

Mr. Jerry M. Carter
Agency Chief Contracting Officer
District Department of Transportation
2000 14th Street NW
Washington, D.C. 20009

RE:
FAP No.:

Dear Mr. Carter:

Payment is hereby requested for the following employees trained pursuant to 23 CFR
Part 230 Appendix B to Subpart A, Special Training Provisions as provided by contract:

Week Ending	Name	Classification	Hours	Rate	Amount

We hereby request payment in the total amount of \$_____ for the month of _____, 20__

Yours truly