

SAMPLE REQUEST FOR ADVANCE

(GRANTEE LETTERHEAD)

(DATE)

Vincent R. Sculco
NYS Department of State
Office of Coastal, Local Government, and
Community Sustainability
99 Washington Avenue
One Commerce Plaza - Suite 1010
Albany, NY 12231

To Mr. Sculco:

Please allow this letter to serve as our request to receive an advance payment from the Brownfield Opportunity Areas State Assistance Contract (Insert contract #).

The _____ hereby requests a 25% advance payment, in the amount of \$_____. Please note that costs incurred and paid from the advance must be accounted for in the subsequent payment request. Furthermore, the advance will be deducted from the total amount of reimbursement requested.

If you have any questions or need additional information to process this request, please contact _____ at (_____)_____.

THIS LETTER MUST BE SIGNED BY THE DESIGNATED AUTHORIZED REPRESENTATIVE AS INDICATED IN THE RESOLUTION SUBMITTED BY THE RECIPIENT.

Sincerely,

Designated Authorized Representative