

Repurchase Cost Letter

. Note: This probably would come from an attorney not a contract administrator.

(Use Agency Letterhead)

Date

Contractor's Name and Address

Re: Contract # _____ Repurchase Costs Against (Purchase Order No. /Contract No.)

Dear _____:

Reference is made to our letter dated _____, subject: Notice of Termination for Default.

The specified * (goods), (services) have been repurchased at an additional cost to the

State of \$_____. Your firm is indebted to the State in the amount of \$_____ and is

requested to submit a check to this office payable to the_____. If the payment is

not received within 60 days, we will initiate collection action and proceed with a recommendation

of debarment.

Sincerely,

Name and Title of person signing letter

* Choose appropriate condition