

ATTACHMENT #3

Closeout Follow-Up Template (Second Email Notification)

Subject: Closeout Follow-Up for WBS XXXXXXX

MIT WBS Number: WBS Element

Sponsor Name: The name of the sponsor

P.I.: The name of the PI

Expiration Date: The date the WBS expired

Dear **XXXXXXXX**:

Please find our audit findings for WBS **xxxxxxx** below, which was originally sent via e-mail on **xxxxxx**. This is to advise you that we must now adhere to our closeout policy, less the outstanding issues contained in the action notice. If I do not receive a reply within five business days (**insert date in parentheses**), I will return any unexpended balance to the sponsor, and any unallowable charges or overruns will be charged to (**department general or discretionary account number**) for your disposition.

Thank you for your prompt attention concerning this project.

Sincerely Yours,

XXXXXX

cc:

O.S.P. Administrator

Dale Twomey