**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**DEPARTMENT OF GENERAL SERVICES**

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**(Date)**

Ella Faulkner.

Deputy Director of Capital Construction Services Division

Department of General Services

3924 Minnesota Ave, NE

Washington, DC 20019

Reference: **(Project Name)**

Subject: Retention reduction for various subcontractors.

Dear Ms. Faulkner:

In a letter dated **(date), (vendor name)** has requested to reduce the retainage for payment held for various subcontractors to **(numeric)** % starting with the **(month/year)** pay period. **(Vendor name)** based their request to reduce the retainage held on the monthly payment for this particular subcontractor because the work of this subcontractor is substantially completed with (**work description)** and has executed all applicable releases of claim rights to date.

This request is in accordance with Article **(numeric)**, Section **(numeric)** of the Agreement between **(Vendor name)** and the Department of General Services. We confirm that these subcontractors’ work for **(work description)** is substantially complete as of **(date).** We therefore recommend the retainage be reduced to **(numeric)** % starting with the **(month/year)** billing period.

Should you have any questions or wish to discuss this matter further, please feel free to contact me directly at **(phone number).**

Sincerely,

**(Full Name)**

Program Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Recommendation Accepted by Ella Faulkner