Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Cabinet Secretary

State of New Mexico

Indian Affairs Department

2600 Cerrillos Road

Santa Fe, New Mexico 87505

RE: Request to Revert Balance

Name of Project as indicated on IGA

Project Number as indicated on IGA

Dear Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_,

This letter serves as a request to revert the balance of $X,XXX.XX on the Intergovernmental Grant Agreement – Name of Project Name and Number as indicated on IGA. The project is complete and will not incur further expenses.

Please contact, Name, Title, Phone Number or email address if they are any questions.

Respectfully,

Name

Grantee Name