**CONTRACTOR NAME**

Contact

Address

Address

Country

To (EMAIL)

CC (EMAIL)

BY E-MAIL

Date: xx / xx / 20xx

Subject: Close-out of [ REFERENCE CONTRACT & SHORT DESCRIPTION ]

Dear [ XXX ] ,

The ITER Organization (IO) is willing to finalize and close the above-referenced contract.  
As far as we are able to determine, all payments due under the contract have been made and the responsibilities of both parties under the contract have been fully discharged with the exception of the contractual obligation surviving the contractual milestone payment.

We therefore kindly ask you to confirm that:

1. All products and / or services required have been provided to the IO
2. No claims or investigations are pending on the contract.
3. Any IO furnished property, if any, has been returned to IO and discrepancies in number and condition resolved.
4. All actions, if any, related to contract price revisions and changes have been concluded by the Procurement and Contract Division of IO.
5. If a partial or complete termination was involved, action is completed.
6. All invoices, included the final one, have been submitted to IO and paid by IO.

The initial maximum value of the contract was EUR XXXX on which contractor billed EUR XXXX fully paid by IO. [ As a consequence, the remaining amount of EUR xxx will be cancelled ] .

The absence of a formal reply within fifteen (15) days from receipt of the present letter will imply your agreement on all points and the contract will be closed.

Yours faithfully,

PRO

Procurement and Contracts Division