

Your Letterhead
And
Address

Date

Thomas Crawford, P.E.
Development Construction Administrator
Department of Development and Permits
City of Chesapeake
306 Cedar Road
Chesapeake, VA 23322

**SUBJECT: Street Light Installation Cost Agreement
Project Name**

Dear Mr. Crawford,

Attached please find our check in the amount of \$_____ for the estimated installation cost of street lights. I understand that Dominion Virginia Power has not furnished you with an exact installation cost and that should the installation cost be in excess of the \$_____ on deposit, then we will pay any funds necessary to cover the installation cost for these street lighting improvements, within fifteen (15) days of notification from the City.

It is also my understanding that should the installation cost be less than the \$_____ estimate, then we will be refunded the balance upon completion of the street lighting improvements in _____.

Sincerely,

Company Officer