[Locality's Letterhead]

[Date]

Virginia Department of Environmental Quality
Clean Water Financing and Assistance Program
Michael Crocker, Jr.
Project Oversight Team Leader
1111 East Main Street, Suite 1400
Richmond, VA 23219

Procurement Certification Letter for:

[Loan Number]
[Project Name(s)]

Dear Mr. Crocker,

This letter serves as certification from [Locality Name] and the [Purchasing Office, or appropriate department] that all procurement related to the Virginia Clean Water Revolving Loan [loan number] was conducted in accordance with the Virginia Public Procurement Act (VPPA).

If you have questions or need additional information, please contact [department] directly at [phone number] or via email at [email address].

Sincerely,

[Name]
[Title]