

[Locality's Letterhead]

[Date]

Virginia Department of Environmental Quality  
Clean Water Financing and Assistance Program  
Project Officer First & Last Name  
Project Officer  
1111 East Main Street, Suite 1400  
Richmond, VA 23219

Procurement Certification Letter for:

[Loan Number]  
[Project Name(s)]

Dear Project Officer,

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]