(GRANTEE LETTERHEAD)

(DATE)

Laurissa Garcia

NYS Department of State

One Commerce Plaza

99 Washington Avenue - Suite 1010

Albany, NY 12231

To Ms. Garcia:

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby requests a 25% advance payment, in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the Brownfield Opportunity Areas contract (Insert contract #). We understand that costs incurred and paid from the advance must be documented in the subsequent payment request and that the payment will be reduced by the amount of the advance.

If you have any questions or need additional information to process this request, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***THIS LETTER MUST BE SIGNED BY THE AN AUTHORIZED REPRESENTATIVE OF THE RECIPIENT.***

 Sincerely,

 Authorized Representative