

Example of Prepayment Waiver Request Letter

State Agency Letterhead

Date

Office of Fiscal Management, Director
Department of Finance and Administration
701 Woolfolk Building, Suite B
P. O. Box 1060
Jackson, MS 39215

Dear :

In accordance with Section 7-7-27, Mississippi Code Ann. (1972), the Agency Name requests a waiver of certification that goods or services have been received or performed related to a request for payment in the amount of Dollar Amount, payable to Vendor Name. The payment has been requested by Due Date.

State the specific reason(s) for your exemption request.

Upon receipt of a letter granting an exemption, a payment voucher(s) will be generated and forwarded to DFA along with an invoice for goods or services. A copy of DFA 's exemption letter must be attached to the payment voucher(s).

If you have any questions or need any documentation, please contact Name & Phone #.

Sincerely,

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