

Example of Prepayment Waiver Request Letter

State Agency Letterhead

Date

Office of Fiscal Management, Director
Department of Finance and Administration
501 North West Street
Woolfolk Building – Annex, 2nd Floor
Jackson, MS 39201

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, an 'XV' document(s) will be generated and forwarded to DFA along with supporting documentation (an invoice, a quote, etc.) for the goods or services. A copy of DFA's approval letter is attached to the 'XV' document(s).

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

Sincerely,

XXXXXXXXXX
(Signature)