

\_\_\_\_\_  
(date)

Mr. Josh Adelman, Project Manager  
City of McMinnville  
231 NE 5<sup>th</sup> Street  
McMinnville, Oregon 97128

RE: Request For Private Sewer Lateral Reimbursement  
Address: \_\_\_\_\_

Dear Mr. Adelman:

This letter is our formal request to be reimbursed for the eligible amount of our private sewer lateral replacement. We are the owners of the property in question which is described as:

Property Address: \_\_\_\_\_

Tax Lot: \_\_\_\_\_

The pipeline replacement work at our property was inspected and approved by the City, reference permit \_\_\_\_\_. We certify that these repairs were paid for by us and we submit, for reference, a copy of the documentation associated with this pipeline repair which totals \$\_\_\_\_\_. We understand that we are eligible for 10% reimbursement of the costs for excavating, replacing, and backfilling this pipe up to a maximum of \$250.

Included in this reimbursement request are my:

- Copy of the sewer lateral replacement invoice that itemizes project costs.
- Completed W9 Form.

If you have any questions about this request please contact us at (phone)\_\_\_\_\_ and/or (email)\_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(city/state/zip)