**CITY OF LOS ANGELES**

INTER-DEPARTMENTAL CORRESPONDENCE

**DATE:** Click or tap to enter a date.

**TO: Victoria Santiago, Director**

 Board of Public Works – Office of Accounting

 Attn: Nancy Obiacoro

**FROM**: Gary Lee Moore, City Engineer

BY: Click or tap here to enter text., Click or tap here to enter text.

**SUBJECT: Request to Process Refund**

The Bureau of Engineering (BOE) hereby requests the Office of Accounting process the refund request per details below. BOE reviewed and approved the Claimant’s Claim for Refund (CFR), and other documents and attachments, copies of which are enclosed.

BOE confirms that the CFR was prepared by the Claimant. BOE further verifies the person who filed the claim for refund is the same person as the permittee.

Reference Number: Click or tap here to enter text.

Claim Number: Click or tap here to enter text.

Name of Claimant (must be the same as Permittee): Click or tap here to enter text.

Amount of Claim: Click or tap here to enter text.

If you have additional questions regarding this matter, please contact:

Click or tap here to enter text.

Thank you.