Closeout Notice Template (First Email Notification)

Closeout for WBS XXXXXXX

MIT WBS Number: WBS Element
Sponsor Name: The name of the Sponsor
P.I.: The name of the PI
Title:
Expiration Date: The date the WBS expired

Dear X:

As the Sponsored Accounting team member assigned to this closeout, I have completed the audit for the above mentioned WBS XXXXXXX.

Below, I have outlined the steps necessary to ensure that MIT is compliant in the closeout process; this indicates activity on the account that requires your attention:

- **Unexpended Balance:** $0.00  **Over Expended Balance** $0.00
- **Unallowable Charges:** $0.00. General Ledger Number 4xxxxx.
- **Post Term Charges of** $0.00. General Ledger Number 4xxxxx.
- **Open Purchase Order Commitments of** $0.00. General Ledger Number 4xxxxx.
- **Credit Balance of** $0.00. General Ledger Number 4xxxxx.
- **Other Items Outstanding:**

In ten business days, I will begin close out activity for the WBS listed above. I am prepared to assist with any closeout issues, including payroll late changes and sub-award follow up. Please let me know by (date) that this WBS xxxxxxx is ready to be closed or if you need my assistance.

Please email or call me at x-xxxx if you have any questions about this process or the MIT effort to expedite sponsored project closeouts.

Thank you,