

## Closeout Notice Template (First Email Notification)

Closeout for WBS XXXXXXXX

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 XXXXXXXX.

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,