

***Example***  
**E-Mail Transmittal for Contract Status Report**

**Sample e-mail when there are existing contracts:**

For your information I have attached a summary of your contract status based on payments made in the Financial Information System up to <date>.

Please note the contracts that are highlighted that are nearing the expiration dates or the expenditures are close to reaching the contract total.

Please let me know if you have any questions or if there are contracts you manage that do not appear on the list.

*(Note – remember to include attachment)*

- or -

**Sample e-mail when there are no existing contracts:**

My records show that as of <date> your department has no current contracts. Please let me know if you are aware of active contracts so that we can begin monitoring their status.