

December 31, 2025

Dear [SingleAudits@sco.ca.gov](mailto:SingleAudits@sco.ca.gov) and [CaltransFederalFundAward@dot.ca.gov](mailto:CaltransFederalFundAward@dot.ca.gov):

This letter is to notify you the City of AnyTown expended less than $1,000,000 in federal awards during fiscal year 2024-25 and is therefore EXEMPT from filing a Single Audit Report.

If you have any questions regarding this letter, please contact me at [Jane.Doe@anytown.ca.gov](mailto:Jane.Doe@anytown.ca.gov) or at (555) 555-5555 x555.

Sincerely,

Jane Doe

Finance Director

555.555.555 | 123 Fake Street | AnyTown, CA |