

Date: \_\_\_\_\_

To: California Film Commission

From: \_\_\_\_\_

Re: Final Element Creation

**Project Name:** \_\_\_\_\_

**Production Company Name:** \_\_\_\_\_

Please be advised that \_\_\_\_\_ located at  
\_\_\_\_\_ completed  
the master element \_\_\_\_\_ for domestic distribution on  
the above project on \_\_\_\_\_.

**Our Company has been paid in full.**

Sincerely,

\_\_\_\_\_  
Signature Name

\_\_\_\_\_  
Direct Phone Number Title

\_\_\_\_\_  
Contact Email Address