
ABC Contractors Inc**REQUEST FOR INFORMATION
No. 1**

55 Main Street
Sometown. PA 99999

Phone: (555) 555-5555
Fax: (555) 555-5554

TITLE: Request for Information

DATE: 07/02/2002

PROJECT: Description of Project

JOB:

TO: Attn: Tom Jones
ABC Company
2250 Skyline Drive
Sometown. US 55555-5555
Phone: 610-999-3333 Fax: 610-999-7777

STARTED: 07/02/2002

COMPLETED:

REQUIRED: 07/15/2002

REQUEST:

I want to schedule a meeting for July 26, 2002 at 10 am to discuss the progress of the project, as well as the changes you would like implemented for September. Please respond by July 15, 2002 so I may confirm with the construction manager and architect.

ANSWER:

Requested By: ABC Contractors Inc

Date: 07/02/2002

Signed: _____

John Smith