
ABC Contractors**REQUEST FOR
INFORMATION**456 Some St.
Sometown, PA 17777**Phone:** (555) 555-9999
Fax: (555) 555-7777**No. 1**

TITLE: Request for Information**DATE:** 08/01/2010**PROJECT:** Sample Project
Description of Project**TO:** Attn: Jim Owner
123 Owners Inc.
123 Oak St.
Oaktown, PA 18888
Phone:555-555-1111 Fax:555-555-2222**CONTRACT/PO:** Project Number**STARTED:** 08/01/2010**COMPLETED:****REQUIRED:** 08/06/2010

REQUEST:

I want to schedule a meeting for **August 9, 2010 at 10 am** to discuss the progress of the project, as well as the changes you would like implemented for September. Please respond by **August 6, 2010** so I may confirm with the construction manager and architect.

ANSWER:**Requested By:** ABC Contractors**Date:** 08/01/2010**Signed:** _____

Cory Smith