
ABC Contractors Inc**ANSWER
No. 1**55 Main Street
Sometown, PA 99999**Phone:** (610) 555-2222
Fax: (610) 555-4444

TITLE:	Answer	DATE:	08/01/2010
PROJECT:	Sample Project Sample Project #1		
TO:	Attn: Tom Smith Sample Company 55 Lakeview Drive Sometown, US 55555-5555 Phone:555-555-1234 Fax:555-555-2345	CONTRACT/PO:	Proj#1
		STARTED:	08/01/2010
		COMPLETED:	
		REQUIRED:	08/15/2010

ANSWER:

As per your request dated August 1, 2010. The amount of the new tank has increased by **\$1500**. I will be following this letter with a change order request. Thank you

CC: Joe Smith, Sample Company**Answered By:** ABC Contractors Inc**Date:** 08/01/2010**Signed:** _____

Rick Sample