
ABC Contractors Inc**MEMORANDUM**

55 Main Street
Sometown, PA 99999

Phone: (555) 555-5555
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PROJECT: Sample Project
Sample Project #1

DATE: 07/13/2004

TO: Attn: Jane Doe
Architects R Us
243 Terrace Way
Sometown, US 55555-2345
Phone:555-555-9874 Fax:555-555-6541

CONTRACT/PO: Proj#1

FROM: John Smith

RE: Memorandum

Sent via Fax. Total pages including cover is 1

The sketches that Tom Jones requested have been posted at our web site. Please download them and begin the review for our meeting scheduled on July 26, 2002. If you have any questions, please contact me at (555) 555-1234 ext. 901.

Signed:

John Smith

Date:

07/08/2002