
ABC Contractors Inc**CHANGE IN CONDITION****No. 1**55 Main Street
Sometown. PA 99999**Phone:** (555) 555-5555
Fax: (555) 555-5554

TITLE: Change in Condition**DATE:** 08/13/2002**PROJECT:** Sample Project #1**JOB:****TO:** Attn: Tom Smith
Sample Company
55 Lakeview Drive
Sometown. US 55555-5555
Phone:555-555-1234 Fax:555-555-2345**STARTED:****COMPLETED:****REQUIRED:** 08/09/2002

REMARKS:

This is to notify you of a Change in Condition regarding Sample Project #1.

Please make note of the changes listed on the attached sheets.

Thanks again for your cooperation in this matter.

Reported By: ABC Contractors Inc**Date:** 08/09/2002**Signed:** _____

John Smith