
ABC Contractors Inc**REQUEST FOR INFORMATION
No. 1**55 Main Street
Somertown. 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 Skvline Drive
Somertown. 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