
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

Page 1 of 1