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**ABC Contractors Inc****CHANGE IN CONDITION****No. 1**

55 Main Street  
Sometown. PA 99999

**Phone:** (555) 555-5555  
**Fax:** (555) 555-5554

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**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

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**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

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