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PROJECT: Sample Project #1**DATE:** 07/10/2002**TITLE:** Sketch changes for review**TO:** Architects R Us
243 Terrace Wav
Sometown. US 55555-2345
Phone:555-555-9874 Fax:555-555-6541**ATTN:** Jane Doe**RE-SUBMITTAL:** **Received From** **Company:****Date:** **Contact:****Sent To** **Company:** Architects R Us**Date:** **Contact:** Jane Doe**Returned By** **Company:****Date:** **Contact:****Forwarded To** **Company:****Date:** **Contact:****REMARKS:**

Submission of sketch changes to the architect