
ABC Contractors Inc

55 Main Street
Sometown, PA 99999

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

NOTICE TO OWNER

Date: 07/07/2008

To: Attn: Tom Smith
Sample Company
55 Lakeview Drive
Sometown, US 55555-5555
Phone:555-555-1234 Fax:555-555-2345

From: ABC Contractors Inc

Project: Sample Project #1

Project #: Sample Job 1

This is to inform you the above project will be completed on July 31, 2008 as per our agreement.

Signed: _____

John Smith

Date: 7/7/2008