
ABC Contractors Inc**ANSWER**
No. 155 Main Street
Sometown, PA 99999**Phone:** (610) 555-2222
Fax: (610) 555-4444

TITLE: Answer**DATE:** 08/01/2010**PROJECT:** Sample Project
Sample Project #1**TO:** Attn: Tom Smith
Sample Company
55 Lakeview Drive
Sometown, US 55555-5555
Phone:555-555-1234 Fax:555-555-2345**CONTRACT/PO:** Proj#1**STARTED:** 08/01/2010
COMPLETED:
REQUIRED: 08/15/2010

ANSWER:

As per your request dated August 1, 2010. The amount of the new tank has increased by **\$1500**. I will be following this letter with a change order request. Thank you

CC: Joe Smith, Sample Company**Answered By:** ABC Contractors Inc**Date:** 08/01/2010**Signed:** _____

Rick Sample

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