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**ABC Contractors Inc****CORRESPONDENCE SENT**

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55 Main Street  
Sometown, PA 99999

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

Log No. 1

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**TITLE:** Sketches Change

**PROJECT:** Sample Project  
Sample Project #1

**STATUS:** Open

**TO:** Tom Jones  
ABC Company  
2250 Skyline Drive  
Sometown, US 55555-5555  
Phone:610-999-3333 Fax:610-999-7777

**CONTRACT/PO:** Proj#1

**DATE SENT:** 07/10/2002

**TIME SENT:** 2:39 PM

**REQUIRED:**

**RESPONDED:**

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**Source Document:**

**Type:** LET **Number:** 1 **Date:** 07/10/2002 **Status:** Open

**Description:** Sketches Change

**Remarks:**