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## ABC Contractors Inc

55 Main Street  
Sometown, PA 99999

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

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07/10/2002

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

**Attn:** Tom Jones

**Project:** Sample Project #1

**Project #:** Proj#1

**Re:** Sketches Change

Dear Mr. Jones:

This letter is being sent to inform you that I have forwarded the sketch changes to Jane Doe from Architects R Us to review. If there are any changes or suggestions for change, they will be addressed at our meeting scheduled for July 26, 2002 at 10 am. If you have any questions, please contact me at (555) 555-1234 ext. 901.

Sincerely,

John Smith

**CC:** Tim Brown, Brown Construction