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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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### MEMORANDUM OF DELAY

Date: 07/07/2008

To: Attn:  
Test Company  
123 Court Street  
Reading, PA

From: ABC Contractors Inc

Project: Sample Project #1  
Project #: Sample job #1

There is a delay in the above referenced project as described below:

As per the changes that you have requested, the project will be delayed by Ten (10) days.

Signed: \_\_\_\_\_

John Smith

Date: 7/7/2008