

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Reminder of Project Date Commencement

Dear :

I wanted to write and remind you that on {date} we will begin work on the {name } project. This is a very large and important project. I suggest that you begin preparing for this project.

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E