

XYZ CONTRACTORS

XYZ Contractors
"When you need it done right!"
4444 Fifth St., Suite 666
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Phone (661) xxx-xxxx
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Ca. Contr. Lic. #000000

September 8, 2003

Mr. Jim Thomas
1445 Rockwell Dr
Rock City, CA 94510-3663

Dear Mr. Thomas,

As you know, we have begun the work on your property at 751 Boeing Street in Concord. This letter is to inform you that the men doing your gardening work were using their blowers today and proceeded to blow grass clippings, dust and other debris on our freshly painted and still wet, work. The area affected was the front of the house near the garage and the garage door itself. This area will need to be repainted. As per our contract with you, any damage caused by others will be repaired as an additional charge and will need a change order signed by you to authorize this work. Please inform me within the next three days as to your wishes with regard to this matter.

Yours Truly,

Joseph W. Contractor
XYZ Contractors

**This is form LTH
Letterhead
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Forms at 1-(800) 820-5656**