

# SAMPLE

## RECORD PROJECT MANUAL / SPECIFICATION LETTER

January 1, 2016

Name and Address of the  
Owner's Representative

RE: *Project Name*  
*Project Owner Name*  
*FVHD #*

To Whom It May Concern:

There were no changes and/or additions made in the Record Project Manual on this project.

**THIS FORM MUST BE SIGNED AND NOTARIZED**

**MUST BE ON YOUR LETTERHEAD**