

CAMEE TOOL 3-2: Sample Correspondence Letters

ABSTRACT

The sample correspondence contained within this tool is intended to be sent to the Client, Owner, Subconsultant, Building Official, Employee etc. in order to keep them informed about a certain facet of a project or their employment. The correspondence templates are designed to be edited as needed based on the requirements of each unique situation and each individual firm. Firm logos, letterhead, headers and footers can easily be added to the sample correspondence to suit your firm's needs.