June 19, 2020

Contact Name

Contractor Name

Address

City, State Zip

[PROJECT NAME]

We are providing three (3) fully executed copies of the contract along with your bid bond, submitted with your bid, for the above referenced project. In accordance with Article V of the Agreement, please forward one copy of the contract to the surety company executing the bonds and provide a copy to your insurance carrier.

Please contact [Project Manager at (913) 895-….} with any questions.

Sincerely,

CONTRACT SPECIALIST

Enclosure

cc: , City Clerk

 [Contact for Consultant]

email: City Engineer

Project Manager

 Inspector