July 11, 2012

Contact Name

Contractor Name

Address

City, State Zip

[PROJECT NAME]

Enclosed are two 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.

By copy of this letter, I am forwarding one copy of the contract to the City Clerk and one copy to the consultant.

CONTRACT SPECIALIST

Enclosure

cc: Marian Cook, City Clerk

[Contact for Consultant]

email: City Engineer

Project Manager

Inspector