Month Date, Year

Mr. Ryan Scruggs

State Construction Office

1307 Mail Service Center

Raleigh, NC 27699-1307

STATE COURIER: 56-02-01

Subject: Project Name

SCO ID#, Code Item

Dear Mr. Scruggs:

Attached is a letter from (name of designer) requesting a design contract amendment on the above project. We have reviewed this proposal and found it to be reasonable. Please review and if you concur, draft an amendment to the design contract.

Please let me know if you have any questions. Thank you for your assistance in negotiating this design contract amendment.

Sincerely,

(Name)

Capital Projects Coordinator