
Pete Fowler
CONSTRUCTION
Services, Inc.

Date:	December 4, 2001
To:	Tom Jones 12345 Hamlet Drive Simi Valley, CA 91344-1910 T: (323) 555-2230
CC:	Eric Harvey 2121 Inspiration Center Way Suite 120 Corona, CA 91764 T: (909) 555-9871 F: (909) 555-6765
From:	Peter D. Fowler
Regarding:	Jones Residence PF 01-189

Dear Mr. Jones:

It was good to speak with you again this week. Attached is the analysis you requested including a punch list summary. The discussion is based on our walk-through of the issues that concern you, not on a complete analysis of the nature, quality, or efficacy of the repairs in general.

Included is a CD with the photos I took at your residence that I've referenced in my analysis of your project and a copy of your invoice.

Please do not hesitate to call me for any reason at 949.240.9971.

Regards,



Peter D. Fowler