**JOBSITE OFFICE**

 1890 Rainy Blvd

Bellevue, WA 98005

 252.850.9000

February 4, 2021

*Company Name,*

Subject: Notification of *Description*

Dear *Company*,

[Insert Letter Here]

Sincerely,

Your Name Here

School Name Here

HENSEL PHELPS CONSTRUCTION CO.