

**Jobsite Office**

**Address**

**Long Month XX, 20XX**

**City of Sunnyvale**

**Address**

**Project: Sunnyvale Civic Center – Phase 1 City Hall**

**Public Works Project #: XX**

 **SG Project #: XX**

**Subject: Serial Letter No. 0037 – West Olive Way Closure Request During Steel Erection**

**Dear City of Sunnyvale:**

**Request….**

Sincerely,

Company

Name

Title