

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Re: (project name or designation)

Dear _____,

We have been asked by (Name) of (Company) to put the _____ system into operation for this project. Apparently you discussed this with him also.

Just to connect the system would not pose a difficulty for us, but we do have a few concerns that need to be addressed before we can do so.

As you know, by our contract, we must guarantee all of the equipment for one year after the owner's acceptance. If we put these systems into service now, they will be in service three or four months prior to the owner's acceptance. This puts us at an extra risk. While we don't expect any problems, the warranties we get from manufacturers are for one year from the date they begin service. If something were to break down one year from today, we would be at risk. This rarely happens, but who can tell if a piece of equipment was manufactured incorrectly?

Do you think you could get us a letter signed by the owner, stating acceptance of these systems when they are put into service? If this would require an extra inspection, we will have our people prepare for it and make it as painless as possible.

I appreciate your help in this matter. We are sorry to cause a difficulty, but we just don't want to take risks.

Sincerely,

Name

Title

cc: