

**ABC CONTRACTORS**

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

Date

Name

Address

City, State Zip

Re: (name of project)

Dear \_\_\_\_\_,

I am writing regarding some concerns about a development on the job site of the project referenced above; our concerns involve the (name of trade) with whom we have a conflict. Since your company is (contractor, architect, or consulting engineer) we are asking you to mediate this matter. Specifically, this difficulty involves (describe matter in detail)

We suggest the following solutions:

(describe solution)

Please take time to review this situation personally. Our foreman (name) will be glad to assist you; you may call him at (phone number) to make arrangement to come. Because the project is at a critical stage, we ask that you make a special effort to review the situation as soon as possible.

Thank you for your help; if you have any questions, or requests, please contact us.

Sincerely,

Name

Title