August 20, 20\_\_

Mr. Jacks Simmons

Arch Hicks Construction Co.

01987 Wayward Drive

Madison, OH 39981

Dear Mr. Simmons

Our construction company would like to take this opportunity to thank you for choosing Arch Hicks Construction as your building contractor for the development and construction of your new home.

xxx

Thomas C. Byrd

Accounts Manager

Sincerely yours

Again, thank you for allowing the Arch Hicks Construction Company to build the home of your dreams.

Within the next few days, our company representative, Mr. Mark Taylor, will be contacting you to set up a day and time to meet and go over the plans for your new construction. At this time, Mr. Taylor will draw up the time schedule for completion of your home. It is our hopes that we will complete your home within a 3-month scheduled plan.