

[Company Letter Head]

[Subcontractor's Company Name]
[Subcontractor's Address]

[Date]

Dear Daniel and Company, Inc.:

Project : Fire Station 9
9401 Quioccasin Road
Henrico, VA 23238

[Subcontractor's Company Name] provided the below materials for the above mentioned construction project.

Material 1

Product/Material Cost (exclude install & delivery) _____

Product Name _____

Product Manufacturer _____

Where the product was manufactured

(see attached documentation from material manufacturer) _____

Where the raw material for the product was harvested

(see attached documentation from material manufacturer) _____

Post-consumer recycled content of the product

(see attached documentation from material manufacturer) _____

Pre-consumer recycled content of the product

(see attached documentation from material manufacturer) _____

Material 2

Product/Material Cost (exclude install & delivery) _____

Product Name _____

Product Manufacturer _____

Where the product was manufactured

(see attached documentation from material manufacturer) _____

Where the raw material for the product was harvested

(see attached documentation from material manufacturer) _____

Post-consumer recycled content of the product

(see attached documentation from material manufacturer)

Pre-consumer recycled content of the product

(see attached documentation from material manufacturer)

Material 3

Product/Material Cost (exclude install & delivery)

Product Name

Product Manufacturer

Where the product was manufactured

(see attached documentation from material manufacturer)

Where the raw material for the product was harvested

(see attached documentation from material manufacturer)

Post-consumer recycled content of the product

(see attached documentation from material manufacturer)

Pre-consumer recycled content of the product

(see attached documentation from material manufacturer)

Sincerely,

[recipient's name]

[Subcontractor's Company Name]

Phone:

email: