**SAMPLE PRE-LETTER**

Below is an example of a pre-letter that can be sent. This letter is usually sent on architect firm’s letterhead and signed by the architect. The post letter is very similar to this but will acknowledge project end.

RE:  **DISTRCT NAME**

**SCHOOL NAME**        **PROJECT NAME**

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

In accordance with the **ROE NAME** Regional Office of Education this is to inform you of the **PROJECT NAME** at **SCHOOL NAME**located at**ADDRESS**. Construction will begin on **START DARE**.

Scope of the proposed construction includes the following.

* **SUMMARY OF SCOPE OF WORK**

This project is being permitted though the **ROE NAME** Regional Office of Education. A copy of drawings are available upon request. If you have any questions, please do not hesitate to contact me.

Sincerely,

**ARCHETECT**