

«DATA AEC Export File»

«Letter Date»

«Address»

Ref: «Reference»

Dear «Salutation» «Address.Last Name»:

As you know, the deadline for project #240 is just around the corner. It is critical that your part of the project be in my hands by August 15th. Without your input, «Address.Company» will not receive the credit it deserves.

«Letter Note Pad»

Please contact me if there is a problem. Thank you for your cooperation.

Very truly yours,

AEC MANAGEMENT SYSTEMS, INC.

Morgan R. Fowle

MRF/cog