

CONFERENCE NOTICE

DATE

TO: Mr.
Mr.
Mr.
Mr.

This will confirm that a **Pre-Construction Conference** has been scheduled for the below listed project on

The Conference will be held in the **Facilities Administration Building in Room 215.**

We invite the participation of you or your representatives in this Conference. If appropriate representatives are unable to attend at the time scheduled, please let us know.

Thank you for your assistance in this matter.

Project Manager

xc: Mr.
Mr.
Mr.