



## Appendix C

### [Architect's Letterhead]

To: Client/Developer

[address]

Re: [Project location and name]

Dear Sirs:

Pursuant to Paragraph \_\_\_\_\_ of the our Agreement, dated \_\_\_\_\_, 2006, please furnish us within ten (10) days with the following financial information with respect to this Project:

***[List here what information is required; for what period of time.]***

We reserve the right to suspend services if this information is not timely furnished or, if furnished but our firm determines that the information is not sufficient to show that adequate funding is in place to satisfy the Owner's obligations, including payment for current and future services.

We look forward to your prompt reply.

Sincerely,

Action Architects, Inc.

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Project Architect

cc: Mary Johnson, AIA  
Principal In Charge