

ACE PRECAST PRODUCTS
P.O. Box 1234
Anywhere, USA 56789
Phone No.: 123-456-7891
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April 20, 2004

Serial Letter No. 01

ABC Contractors
Mr. U. R. Bright, Project Manager
12345 Slam Dunk Road
Somewhere, USA 56789

RE: Somewhere Road Project
Concrete mix design
Item No. 55201

Dear Mr. Bright:

We submit our request for our concrete mix design and also some representative cylinder results.

This is our standard design for the required 35 mpa to meet ASTM C 1433 requirements. This is actual measured material for a .67 cubic meter batch.

½ Round rock	660 kgs
Washed concrete sand	597 kgs
Type 10 Portland cement	213 kgs
Maximum Water Cement Ratio	0.45

Please note that this is confidential information and for your and the agencies use only.

Please let me know if you require any additional information and also when you have your schedule for delivery.

Best Regards

Johnny Sunshine
Project Superintendent