Resident/Consultant Office

Address

City, State Zip

Date

Contractor’s Name

Address

City, State Zip

SUBJECT: BASELINE SCHEDULE REVIEW

Job Description:

Project No.:

Dear {Sir or Madam}:

Please be advised we have reviewed your Baseline Schedule, [P3 file name], submitted on [date submitted].and have accepted it with the following comments:

1)

2)

3)

Sincerely,

Project or Resident Engineer

XXX/xx