Tim Smith

Contoso

123 Main Street

Faribault, MN 55057



Bob Stolt

Fabrikam

321 Oak Lane

Apple Valley, MN 55021

Dear Mr. Johnson,

Thank you so much for taking the time to come to Contoso to meet with our project team. We enjoyed meeting you and our discussions. We’re off to a great start on Fabrikam’s project and fully expect to complete on time and under budget. Here is a summary of time spent per consultant.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Professional | Time | Charge |
| 4/6/2012 | Brian Cox | 180 | 360 |
| 4/13/2012 | Brian Cox | 90 | 180 |
| 4/27/2012 | Brian Cox | 160 | 320 |

Please feel free to contact me if you have any questions.

Sincerely,

Tim Smith

Contoso Consulting