# ME Department Letterhead

September 15, 2018

Mr. David Graham

Sustainability, Energy & Engineering

Facilities, Real Estate & Auxiliary Services

200 Academy Street

Newark, DE

Dear Mr. Graham:

You requested that we review the fixture service water supplying the Towers in the northeast campus and suggest improvements.

Based on our study of basic principles of hydrostatic fluid pressures, we found that ….

We advise that you consider…(adding/modifying..)

Thank you for requesting our engineering consulting services.

Sincerely,

Names

Section #

Mechanical Engineering Dept