ABC Construction

Correspondence Log

Project Name: RID Bridge Rehab
Project #: AA-9876 **Contract #:** PO0012345 **Task #:** N/A
Third Party Contractor: ABC Company **Metra's PM/CM:** XYZ Company

Number	Date	To Company	Attention	From Company	By	3-Letter Document Code	Description	Notes	Logged By (Initials)
0001	02/01/18	ABC	M. Smith	Metra	J. Doe	LTR	Contract Award	None	MS
0002	02/02/18	ABC	M. Smith	XYZ	R. Jones	EML	Pre-Construction Meeting	None	MS
0003	02/05/18	Metra	J. Doe	ABC	M. Smith	EML	Meeting Agenda	None	MS
0004	02/06/18	XYZ	R. Jones	ABC	M. Smith	LTR	Notice of Delay	None	MS

SAMPLE