

**WST CONSULTING, INC.**

January 16, 2009

M. Project Manager  
Your Company Name  
101 Your street  
Your Town, WA 99164

Dear M. Project Manager:

As per our conversation of January 12, 2009, please evaluate the suitability of the aggregate sample for use in an HMA pavement. Enclose please find the materials needed to perform the ASTM D4791-95, AASHTO T-304, ASTM C702-98, AASHTO T 84-95, AASHTO T 85-91 and ASTM C136-84 tests in accordance with their test specifications. Please determine if enclosed aggregate meets requirement for use in an HMA pavement.

We understand that these tests can not all be completed in one week, but our client is working on a very tight time schedule and we must have your final report no later than Wednesday, February 11, 2009. In order to reach this deadline each member of your staff would need to have their portion of the report to you by February 4, 2009. I know from past experience that your outstanding staff will deliver results on schedule and free of errors. Thank you for your prompt attention to this matter.

Sincerely yours,

Craig Jordan  
President

Enclosures:  
Fine and Coarse Aggregate