

WST CONSULTING, INC.

January 22, 2008

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

Dear M. Project Manager:

As per our phone conversation of December 19, 2007, enclose please find two pints of asphalt product #2007-0984 to be used for grade classification testing. As we discussed, please conduct the necessary asphalt tests to determine if the binder conforms to Superpave PG64-22.

Our client is working on a very tight time schedule and we must have your report no later than Wednesday, January 30, 2008. 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,

John
President

Enclosures (1):
Asphalt samples