SAMPLE

January 1, 2011

Mrs. Jane Doe

Claims Department

ABC Insurance Co.

3 Anystreet, Suite 1234

Anytown, FL 23456

**Las lomas housing Development, san juan (rq-9999)**

**XYZ Architects & Engineers**

**Policy No. 123456**

Dear Mrs. Doe:

We represent the Puerto Rico Public Housing Administration (PRPHA) as Resident Inspectors for the referenced project. As part of our responsibilities with the PRPHA, we are required to give notice of any situation that arises during the execution of the contractual obligations that may put at risk the interest of the PRPHA.

ABC Insurance, Co. (ABC) issued on December 28, 2001 a Professional Liabilty Insurance to XYZ Architects & Engineers (XYZ) for the design of the Modernization of the referenced project.

During the modernization, several change orders have been formalized due to probable errors and omissions from the XYZ. The detail for the amounts attributed to errors and omissions per each change order are detailed in the attached table (Attachment #1) for your perusal.

If you wish to contact us to discuss the details of this notice or arrange a meeting with the PRPHA, please call Mr. Juan del Pueblo at the following telephone number (787) 555-5555 to coordinate the same.

This letter does not construe a release, waiver or modification of any right or defenses; at law or in equity that PRPHA has under contract, by statute, or under any law.

We look forward to hearing from you.

Sincerely,

Mr. Fulano de Tal

Position

Inspection Firm

c: – Associate Administrator PDCA, PRPHA

 Germán Acevedo Marín, PE – CMB Director, PRPHA

 , Esq. – General Counsel PRPHA

Form AVP-500613A

Rev. June 2017

Form AVP-500614

Rev. June 2014

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