

ATTACHMENT B

John Smith Recruiting Services

111 John Smith Lane

Jamestown, Maryland 21111

RE: DOC #**XX-XXXX**

Dear Sir:

A review of our records associated with the above referenced contract between **XXXXXX** and your organization, revealed that you have not submitted the required MBE payment reporting forms for the month of **XXXXXXXX, XXXX**. Please complete and submit Attachment **A-3** and have your MBE subcontractor(s) complete and submit Attachment **A-4**.

To avoid delay of future payments, it is imperative that Attachments **A-3** and **A-4** be returned by **XXXXXXXX, XXXX** (e.i. 14 days). For your convenience, the report can be faxed to my attention at _____.

If you have any questions, I can be reached at _____.

Sincerely,