[LETTERHEAD]

[DATE]

William Andalora, Director

Office of Facilities Management and Development

Maryland Department of Health

201 W. Preston St., Room 537

Baltimore, MD 21201

**Re: Facility Name: [Facility Name]**

**Project Name: [Project Name]**

**Project Address: [Project Address]**

**Project Licensure Designation: [OHCQ license classification]**

Dear Mr. Andalora:

This letter is in reference to the proposed scope of work at the [Project Name] and [Project Type]. The attached drawings indicate the scope of work that involves [Project Description].

To the best of our knowledge, information, and belief the design for the [Project Name] and [Project Type] project complies with the Code of Maryland Regulations (“COMAR”) and all codes, statutes, and regulations incorporated therein by reference.

An electronic submission of the signed and sealed contract drawings are provided for your review.

Please contact the undersigned with any questions regarding this matter.

Sincerely,

[Architect Name]

[Credentials]