

TO BE PRINTED ON COMPANY LETTERHEAD

Village of Saddle Rock
18 Masefield Way
Great Neck, NY 11023

RE: {PROPERTY ADDRESS}

To Whom It May Concern::

I am the builder for the above referenced project and will be supervising the project until a Certificate of Occupancy/Completion is applied for. If I am no longer the builder on this project I will notify the Village of Saddle Rock and my insurance coverage will no longer be in effect.

{Signature}

{Name Printed}

{Address}

{Address}

{Office Phone Number}

{Cell Phone Number}