Letter of Correspondence

By

Chris Goff

For

Embry Riddle Aeronautical University

**Procurement Letter of Correspondence**

Project: Bicycle Project – Team 7 Date: 4/23/2017

To: Supplier

From: Chris Goff

 *Project Manager*

 I am requesting that some changes be made to the wheel component of the bicycle project. The sponsors have requested that training wheels be added to the rear wheel, and we are requesting that you design and build training wheels, and have them delivered to our facility no later than May 15, 2017, so we may have enough time to assemble the part and still get our testing done no later than May 21, 2017, which will push our project back by a total of 5days. The total budget for materials is $100 and $75 for other direct costs. Labor will be done on our end, with an additional $50. Please do not exceed the changed budget for materials and other direct costs. If you feel that additional money is a necessity, please contact the project manager, Chris Goff, immediately. If you agree to the above, please sign and return no later than 4/24/2017.

Thank you,

Chris Goff

*Project Manager*

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*Supplier Signature* Date

Reference:

PMI. (2013). A Guide to the Project Management Body of Knowledge (POMBOK Guide) Fifth Edition. Project Management, Inc. Newtown Square, Pennsylvania.