

Initial Design Review

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company Name]

Subject: Initial Design Review of [Project Name]

Dear [Contractor's Name],

We would like to invite you to participate in the initial design review for the [Project Name]. This review aims to ensure that the design aligns with the project requirements and standards.

Please find the details of the review below:

- **Date of Review:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

During the review, we will discuss the following:

- Design objectives and scope
- Compliance with project standards
- Preliminary feedback and concerns

We look forward to your valuable input and collaboration in this process. Please confirm your attendance by [RSVP Date].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]