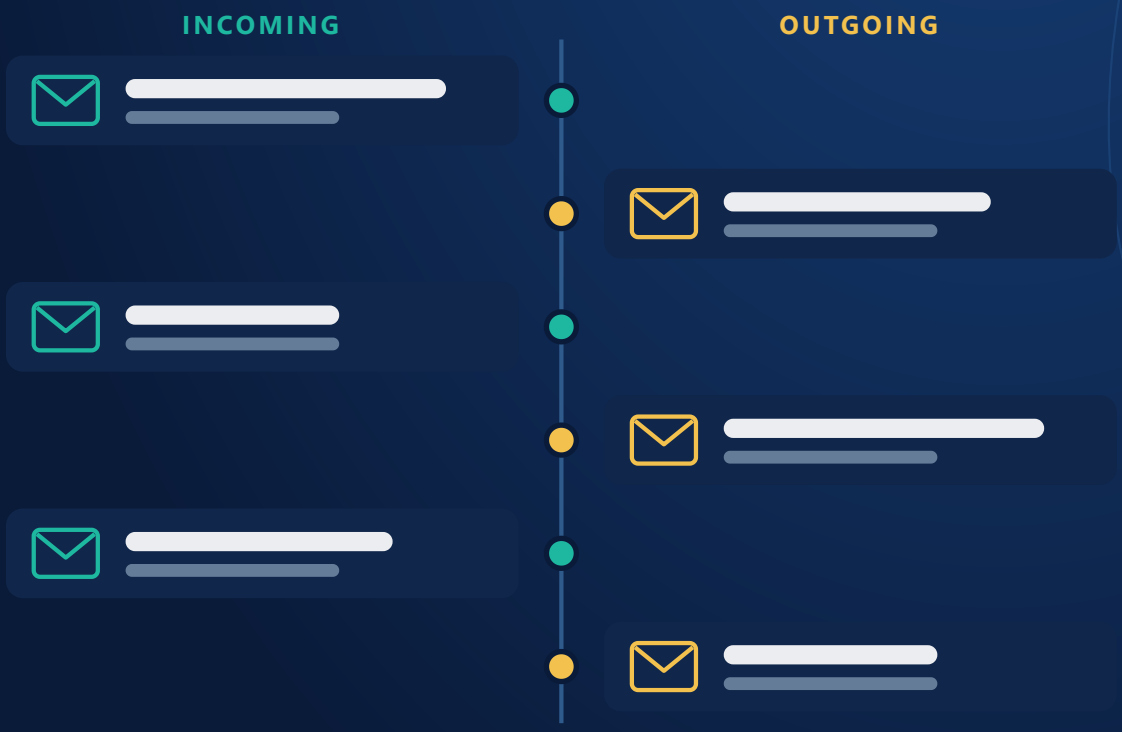
Correspondence Log Report

A complete record of every letter in and out, with references, dates and replies.



Sample Project

Client: Urban City

PREPARED & SUBMITTED BY

SP Consultant

in Joint Venture with USF Consultants

info@spconsultant.example

shahidpervaiz.net

ISSUE

November 2026

Project Correspondence Report

Sample Project · Urban City · Report date 2026-10-31 · Prepared by K. Controller

TOTAL CORRESPONDENCE	INCOMING	OUTGOING	PENDING	OVERDUE
12	6	6	1	1

CLOSURE RATE
42%

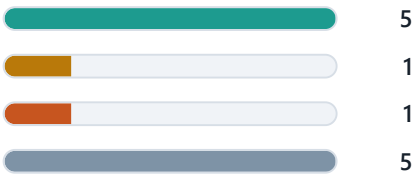
PROJECT INTRODUCTION

PROJECT NO.	001	PROJECT	Sample Project
CLIENT	Urban City	LOCATION	Sample City
CONTRACT NO.	C-2026-014	CONSULTANT	SP Consultant in joint venture with USF Consultants
START DATE	17 November 2025	COMPLETION DATE	22 January 2027
REPORT DATE	6 November 2026	STATUS DATE	31 October 2026

Sample Project is being carried out for Urban City at Sample City under contract C-2026-014. It started on 17 November 2025 and is due for completion on 22 January 2027. This Correspondence Log Report sets out the position at 6 November 2026 and has been prepared by SP Consultant in joint venture with USF Consultants.

Correspondence Breakdown

BY STATUS



BY DIRECTION



Correspondence Details

SPC-UC-001 OUTGOING N/A

SUBJECT

Notice of mobilization and kickoff meeting

FROM	TO	DATE
SP Consultant	Urban City	2025-11-18

REMARKS

Letter

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
—	—	—

UC-SPC-004 INCOMING CLOSED

SUBJECT

Comments on the 30% preliminary design

FROM	TO	DATE
Urban City	SP Consultant	2026-01-20

REMARKS

Letter

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
2026-01-30	2026-01-28	—

EPA-SPC-002 INCOMING CLOSED

SUBJECT

Request for a revised drainage outfall assessment

FROM	TO	DATE
Environmental Protection Agency	SP Consultant	2026-03-25

REMARKS

Letter

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
2026-04-08	2026-04-06	—

SPC-UC-019 OUTGOING N/A

SUBJECT

Notice of delay: environmental permit review extended

FROM	TO	DATE
SP Consultant	Urban City	2026-03-26

REMARKS

Notice

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
—	—	—

SPC-UC-031 OUTGOING CLOSED

SUBJECT

Submission of tender documents and engineer's estimate

FROM	TO	DATE
SP Consultant	Urban City	2026-06-04

REMARKS

Transmittal

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
2026-06-18	2026-06-15	—

UC-MC-001 OUTGOING N/A

SUBJECT
Letter of acceptance and notice to proceed

FROM	TO	DATE
Urban City	Main Contractor LLC	2026-07-10

REMARKS
Letter

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
—	—	—

MC-SPC-007 INCOMING CLOSED

SUBJECT
Notice of delay: unmarked water main at Ch 1+450

FROM	TO	DATE
Main Contractor LLC	SP Consultant	2026-09-09

REMARKS
Notice

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
2026-09-23	2026-09-18	—

MC-SPC-011 INCOMING OVERDUE

SUBJECT
EOT claim: heavy rain on 15-16 September

FROM	TO	DATE
Main Contractor LLC	SP Consultant	2026-09-28

REMARKS
Claim

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
2026-10-12	—	—

SPC-MC-024 OUTGOING N/A

SUBJECT
Site instruction: retesting of aggregate base stockpile

FROM	TO	DATE
SP Consultant	Main Contractor LLC	2026-10-09

REMARKS
Instruction

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
—	—	—

MC-SPC-014 INCOMING PENDING

SUBJECT

Claim for prolongation costs (water main delay)

FROM	TO	DATE
Main Contractor LLC	SP Consultant	2026-10-12

REMARKS

Claim

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
2026-11-11	—	—

UC-SPC-022 INCOMING CLOSED

SUBJECT

Request to price smart LED street light controllers

FROM	TO	DATE
Urban City	SP Consultant	2026-10-15

REMARKS

Letter

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
2026-10-29	2026-10-27	—

SPC-UC-047 OUTGOING N/A

SUBJECT

Monthly progress report No. 4 (October 2026)

FROM	TO	DATE
SP Consultant	Urban City	2026-10-30

REMARKS

Report

RESPONSE DUE	RESPONSE DATE	SCANNED COPY
—	—	—