# REQUEST FOR INFORMATION

**RFI NO:\_\_\_\_\_\_**

**CONTRACTOR DOC. NO:\_\_\_\_\_\_**

[DATE]

[CITY PROJECT MANAGER] [Via: Email Only]

1120 SW 5TH Avenue, Suite 800

Portland, OR 97223

From: [Name and Title]

**Regarding: Contract [Number]**

**[Project Name]**

REQUEST FOR INFORMATION DATE

[Contractor to provide information on the request here. Clearly identify the location, plan sheet, note etc, and attach supplemental information as required.]