

Sample Request Letter

Lori Torres, Indiana Commissioner of Labor
Indiana Department of Labor
Wage and Hour Division
402 W. Washington Street, RM. w 195
Indianapolis, IN 46204

RE: *Project Name*

Dear Commissioner:

On behalf of the *Name of Awarding Agency, City*, Indiana we are establishing a common construction wage hearing for *date, time, and location*.

The project consists of *briefly describe the scope of the project, (eg., renovation, construction, remodeling, etc.) and its estimated cost*.

The following representatives have been appointed and agree to serve on the committee:

Awarding Agency Industry Rep:	Name
	Address
	Phone or Fax number

Awarding Agency Taxpayer Rep:	Name
	Address
	Phone or Fax number

County Commissioner Taxpayer Rep:	Name
	Address
	Phone or Fax number

Also include the names, addresses and/or fax numbers of any Open Door Law request that you have received (public notice) of the meeting.

If you have any questions, please call me at *Phone number of individual requesting meeting.*

Sincerely,