Sample Request Letter

Please Fax your completed request to (317) 234-4449.

If you have any questions concerning the Common Construction Wage process, please call the Indiana Department of Labor at (317) 232-2655.

DATE:

Indiana Department of Labor
ATTN: Wage and Hour Division
402 West Washington Street, Room W195
Indianapolis, Indiana 46204

RE: PROJECT NAME(S), ACTUAL ESTIMATED COST(S), FUNDING SOURCE(S)

Dear IDOL Representative:

On behalf of the NAME OF AWARDING AGENCY, CITY, COUNTY, Indiana, and pursuant to IC 5-16-7-1, we request the appointment of a committee to determine Common Construction Wages for the above referenced projects which have a value in excess of one hundred fifty thousand dollars ($150,000).

This Project consists of SCOPE OF WORK TO BE PERFORMED. The Estimated Bid Award Date for this Project is BID AWARD DATE. Construction is estimated to begin on CONSTRUCTION BEGIN DATE. The Awarding Agency Contact for this Project will be NAME OF CONTACT, who can be reached at CONTACT PHONE NUMBER.

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

Awarding Agency / Industry Representative:  
NAME  
ADDRESS  
PHONE NUMBER  
FAX and/or E-MAIL

Awarding Agency Taxpayer Representative:  
NAME  
ADDRESS  
PHONE NUMBER  
FAX and/or E-MAIL

County Legislative Body Taxpayer Representative:  
NAME  
ADDRESS  
PHONE NUMBER  
FAX and/or E-MAIL

*Also include the NAMES, ADDRESSES, and FAX NUMBERS of any Open Door Law (Public Notice) requests that you have received for this meeting.

If you have any questions, please call me at YOUR PHONE NUMBER.

Sincerely,

YOUR NAME  
YOUR TITLE