



Greg Sims, President
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Request for Information

Date: _____

OBJECT: THANK YOU FOR YOUR REQUEST FOR MORE INFORMATION

Dear _____,

Thank you for your request for more information and for speaking with me this afternoon regarding my company and the services we provide.

Construction Labor Services, LLC, (CLS, LLC) has been providing general contracting, construction project management, and trade labor services for the fire restoration, water damage, new construction within residential, commercial of both mixed use and multi-family projects in and around the local area for more than 20 years. Below is a list of several projects we have built, restored and/or managed. **CLS, LLC** is an organization that branched in 2008 from Sims & Sims Construction which was established in 1954. **CLS, LLC** has many number of satisfied clients throughout the northeast section of Georgia and you are welcome to contact the list of referrals we have recently served. Please be assured we have an excellent reputation for quality, reliability and service.

I've enclosed a sample of work sheets that describe our products and services in detail, right to the penny, for our clients, vendors, and insurance companies alike. The spreadsheet will reflect services we provided for several homeowners who experienced losses from fire damage throughout northeast Georgia. We believe that the customer should be involved and kept on notice during all phases of construction and project management.

We would like to extend our regrets for this unfortunate incident and will do our best to ease the transition and inconveniences during such a difficult time. Please let us know if we can be of further assistance to you in any way.

Again, thank you for your interest in **Construction Labor Services, LLC** and please contact us should you have any questions or concerns.

Client References that have experienced a major loss:

Client	Subdivision	Phone Number	Insurance Agency
Hunter Flemming	Royal Lakes	770-654-3145	StateFarm
Tim and Karen McGee	Sterling on the Lake	678-630-9924	Allstate
Charlie Desaussure	Silver Thorne	770-540-7035	Allstate
Raymond & Rebecca Stacey	Serenity Street	678-975-4646	Liberty Mutual
Chad McGibboney	Sterling on the Lake	678-330-6740	Travelers

Our kind regards,

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