

FIRST CONGREGATIONAL CHURCH
312 SANTA BARBARA BLVD.
CAPE CORAL, FLORIDA 33991
PHONE: (239) 574-6184

Chuck Barlow
11441 Capistrano Ct.
Ft. Myers, FL 33908

Date: July 19, 2010

RE: Keys to Air Conditioning Cages

Dear Mr. Barlow:

We thank you for the work that you have provided in securing our air conditioning systems. We appreciate your workmanship.

Because we have several people who help with our building maintenance, we find ourselves in need of keys to open the cages that you have installed. At this point, we only have two keys, but would request a key for each cage if possible. Perhaps you could supply these keys when you install the next cages.

If you have any questions, please call our office. You may leave a message on the recorder if the office is closed.

Sincerely,



Kimberly S. Flynn
Administrative Assistant
First Congregational Church
(239) 574-6184