

## CONSULTANT LETTERHEAD

Date

Jack Donovan  
MBTA Capital Delivery  
100 Summer Street  
Boston, MA 02110

Re: Project Name  
DPS Building Permit

(Provide the date, attendees and details on the project meeting with DPS Building Inspector; include major discussion topics and recommendations/decisions made by the DPS Inspector related to construction permits).

Consultant Signature

Concurrence:

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Jack Donovan

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Date