



**DANIEL & COMPANY, INC.**  
CONTRACTORS

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To Whom It May Concern;

As you know the *[name of project]* project is a LEED project. Some of the LEED points the owner is going after to get the building LEED Certified are for using Regional and Recycled building materials. This corresponds to Divisions 2 thru 10 only.

I will need the below information for every piece of material you will use on this project:

1. Product/Material Cost (excluding installation and delivery)
2. Product Name
3. Product Manufacturer
4. Where the product was manufactured
5. Where the raw material for the product was harvested
6. Post-consumer recycled content of the product
7. Pre-consumer recycled content of the product

I will need documentation from the material manufacturer for items 4, 5, 6, and 7 above. This can be in a letter from manufacturer or from their company website.

Please see the attached example letter you can fill out, sign and send back to us with your submittals. *[see document Labeled "LEED – Recycled & Regional Materials Template"]* We appreciate your cooperation and anticipated aggressiveness on achieving LEED certification on this project.

Call us if you have any questions.

Thanks,  
Daniel and Company, Inc.

