*Date*

We encourage you to customize this

**SAMPLE LETTER**

on your own stationery and include it when sending a Certified or Monitored Compliance Certificate to an architect, designer, or owner.

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Dear \_\_\_\_\_\_\_\_,

As part of our firm’s efforts to provide quality products and services, our company became a member of the Woodwork Institute in \_\_\_\_\_. Our Institute membership is your assurance that we are dedicated to providing the quality you specified in the project’s contract documents.

The Woodwork Institute, founded in 1951, is a self-regulating, non-profit organization dedicated to providing the leading standards and quality assurance programs for the architectural millwork industry in the Western U.S. The Institute provides standards through *Architectural Woodwork Standards* (*AWS*), Edition 2, to the design professional community throughout California, Arizona, Hawaii, Nevada, Oregon, and Utah.

The *AWS* sets the industry standards for materials, construction and fabrication techniques, installation and finishing of architectural millwork. Woodwork Institute’s Certified Compliance Program assures that shop drawings will contain the necessary documentation to confirm the project’s design and quality intent; it advises the fabricator and/or installer of the designer’s concern with and requirement of quality; and it provides verification of compliance according to the designer’s specified requirements.

Enclosed is a Certified/Monitored Compliance Certificate from the Woodwork Institute. This certificate assures you that all fabrication and installation done by our firm conforms to the stated *AWS* grade standards.

I would personally like to thank you for using our services. If you have any questions or comments, please feel free to call or email me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

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P.S. For more information about the Woodwork Institute or to receive a copy of the *Architectural Woodwork Standards*, Edition 2, please visit the Institute’s website at www.woodworkinstitute.com.