**Use Instructions:**

1. Send out on your company’s official letterhead
2. Be sure to change all fields marked in **red** with the correct corresponding information.
3. Send to the Engineer/Architect of Record (EOR/AOR) and to the General Contractor (GC). If the GC is pressuring to waive, send only to the EOR/AOR.
4. Along with the letter, you should include marketing information about your firm and/or include the documents listed below, in the packet. They can be found in the Resources section on the same webpage this letter is located on.
	* What is AISC Certification
	* Benefits of AISC Certification
5. Please review content of letter to ensure it is tailor made to your industry (fabricator or erector). Complete an AISC Certification No More Waivers Form. A link to the online form and the PDF version can be found on the same webpage this letter is located on.

[Date]

[Name]

[Title]

[Company]

[Address]

[City, State, Zip]

Re: AISC Certification Requirement for- [Project Name]

Dear [Name]:

Thank you for including the AISC Quality Certification requirements in your [project name] project specification. We firmly believe certification ensures achievement of common project goals shown below:

* Reduces the overall project risk for (schedule delays, change orders, field issues, etc.)
* Saves the owner money, by re-assigning third-party special inspection to the certified participant.
* Defines the minimum level of quality on the project that you are responsible for setting.
* Helps evaluate and prequalify bidders.

The AISC Certification program delivers on the points above via a rigorous review of our quality management system. The program reviews our processes for verification of facility/job site, equipment, personnel, experience, and commitment. This includes evaluation of all fabrication/erection processes control, detailing and material identification, inspection and testing, calibration of inspection tools, non-conformance and corrective action procedures, maintenance of quality records, etc.

Even though an initial certification may take up to six months to complete, contrary to what you may hear, the annual cost is relatively moderate at less than $5,000 for an AISC-member fabricator with fewer than 99 employees or $5,800 for an erector.

**[Insert a short paragraph (3-4 sentences), that tells the reader why your firm is the best choice for this project and others like it]**

We strongly encourage you to maintain the AISC Certification requirements on your project. If you have any further questions regarding the AISC certification program, our business or would like to schedule a tour of our facility/active job sites, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Enclosed/Attached]