

February 8, 2019

Submitted to:

John Doe,
123 Main St.
Berkeley, CA

Dear Mr. Doe,

I am pleased to tell you that after thoroughly inspecting the retrofit we performed on your house at 123 Main St., Berkeley California, I determined that the work was performed to the highest standards in the industry. This primarily consists of the professionalism with which the shear walls were installed; including bolt size, types and locations. The framing and type of plywood used for the shear walls, and the type and quantity of shear transfer ties.

Everything was done, or could have possibly been done within reason, to meet the lateral force resisting requirements that are found in Standard Plan A's [engineering calculations](#). These calculations are hard to understand unless someone shows you how to read them, but I would be more than happy to do so if you like.

Howard Cook

Howard Cook M.A.
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Retrofitting Homes for 25 Years and Still Counting