**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 Owner and the General Contractor (GC). If the GC is pressuring to waive, only send to the Owner.
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 the content of the letter to ensure it is tailor made to your industry (Engineer or Architect). 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 – [Project Name]

Dear [NAME]:

We have included the AISC Quality Certification requirement in our specifications for this project, and we firmly believe that the requirement for Certification represents the minimum level of acceptable quality for a project of this scope.

However, we are now being pressured to waive these Certification requirements. I would like to provide you with some information about the AISC Certification program, so that we can maintain these important quality requirements. AISC Certification ensures achievement of common project goals shown below:

* Reduces the overall project risk for you as the owner; i.e. avoiding 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

An initial certification may take up to six months to complete but the annual cost is relatively moderate at less than $5,000 for an AISC-member fabricator with fewer than 99 employees or $6,000 for an erector.

**[Please include a personal statement about how AISC certification ensures quality in your project or use the following sample text.** *In addition, the certification process includes a broad range of evaluation including verification of facility/company, equipment, personnel, experience, and commitment, and evaluation of all fabrication/erection processes including detailing and material identification, process control, inspection and testing, calibration of inspection tools, inspection and testing, non-conformance, corrective action and quality records.***]**

Success of any project comes with good planning and risk management. In construction, time is of the essence – fabricators/erectors that have standardized processes are more likely to get it right the first time. We strongly urge you not to waive these quality requirements, and hope that we continue to demand the use of an AISC Certified participant for this project.

Sincerely,

[Your Name]

[Your Title]

[Enclosed/Attached]