Ref: LET.

(Date)

(Company)

(Address)

**Attention: (Name)**

**(Position)**

Dear Sir,

**Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addendum no. :……… - ……………… Work**

Attached please find Tender addendum no. …........ dated ……..…… for …………..…..…Work as per attachment for your further action. Please submit your proposal within ……….………………………..

(Date)

Sincerely yours,

For and on behalf of Project Alliance Company Limited

(Name)  
(Position)

Attachment: 1) **…………………………………….**