Ref: LET.

(Date)

(Company)

(Address)

**Attention: (Name)**

**(Position)**

Dear Sir,

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

**Project Cost Plan no. …. (Construction cost only)**

Please find attached the Project Cost Plan no. ……….. dated ……….. (Construction cost only) which in referred to drawing and specification ……………. dated ………….. The detail are as follows;

1. All design and CM frees = ……………………. (Include vat 7%)
2. All permit frees and etc. = ……………………. (Include vat 7%)
3. Construction cost = ……………………. (Include vat 7%)

4. Contingency (…. %) = ……………………. (Include vat 7%)

5. Preliminary (…. %) = ……………………. (Include vat 7%)

**Grand Total =** ……………………. (Include vat 7%)

Therefore you kind consideration and approved.

Should you have any questions, please do not hesitate to contact us.

Sincerely yours,

For and on behalf of Project Alliance Company Limited

(Name)  
(Position)

Attachment: 1) Project Cost Plan no. ……, date …………..…….., ..… set.

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

Approve

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

( )

For and on behalf of ……………………………...

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_