Ref: LET.

(Date)

(Company)

(Address)

**Attention: (Name)**

**(Position)**

Dear Sir,

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

**Clarification and Negotiation Meeting** **- ……………… Work**

(Work)

We would like to invite you to attend the meeting for ……….………….…………. tender clarification and negotiation date………..……………….. from……….………….. hrs. Onwards at meeting room, ……………………….

Please arrange the person who prepare the document to attend the meeting as well.

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

Sincerely yours,

For and on behalf of PACNS Company Limited

(Name)  
(Position)

Attachment: 1) **…………………………………….**