Ref: LET.

(Date)

(Company)

(Address)

**Attention: (Name)**

 **(Position)**

Dear Sir,

**Project: …………………………**

**Final Negotiation Meeting** **– ……………….Work**

Please be invited to attend the final negotiation meeting for…………………………… …………...Work

(Date)

on ……………………..…..…...............………. hrs. at meeting room, …………………………………...

If you any question please don’t hesitate to contact ………………………...………………...at telephone no.02-612-9551 Ext. Mobile Phone no …………..………………, e-mail address: …….……………..

Sincerely yours,

For and on behalf of Project Alliance Company Limited

(Name)
(Position)

Attachment: 1) **…………………………………….**