**MEMORANDUM**

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

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| --- | --- | --- | --- |
| **Ref:** |  | **Date:** |  |
|  |  |  |  |
| **To Company:** |  | **Attn:** |  |
|  |  |  |  |
| **Subject:** |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | For your approval |  | For your further action |  | Please return |
|  | For your records |  | Please sign and return |  | Returned with thanks |
|  | For your comments |  | Please call back |  | Please file |
|  | For your information |  | Please follow up |  | As you requested |

Dear Sir,

Sincerely yours,

For and on behalf of Project Alliance Company Limited

(Name)

(Position)