Ref No. ${referenceNumber}

${longDate}

**${companyName}**

${addressLine1}

${addressLine2}

${salutation}

FPD Asia Property Services, Inc., would like to offer our **${serviceType}** for the ${works} located at ${shortLocation}. We specialize in the management of commercial and office buildings, residential condominiums, engineering facilities, manufacturing plants, retail developments (malls), resorts, villages and subdivisions. We also offer engineering and technical services to fit all your properties needs and requirements.

Based on our site inspection, FPD Asia will provide a professional maintenance team, tools, materials and equipment necessary to the completion of the proposed services within 7-10 working daysafter receipt of approved purchase order.

Our offered terms of payment is **${paymentTerms}**. The proposal shall be valid for ${proposalValidity}. ${warranty}

Please find the attached specific scope of work to be rendered.

Should you find our proposal acceptable, kindly sign below to signify your conformity to the abovementioned and fax to 815 2915 or email to esdteam@fpdasia.net. If you need clarification of our proposed services, do not hesitate to contact us.

|  |  |
| --- | --- |
| Very truly yours,  **${mainSignatoryName}** ${mainSignatoryPosition}  ${mainSignatoryDepartment} | Noted By:  **ENGR. EMELITO A. ADIA**  Director  Engineering Services Division |
| CONFORME  ${conformeSignatoryName}  ${conformeSignatoryContact} |  |

${longDate}

Ref. No. ${referenceNumber}

Subject: **${letterSubject}**

${salutation}

Please find herewith our proposal as follows:

|  |
| --- |
| **${item}**  ${scopeOfWork}  ${costings} |

|  |  |
| --- | --- |
| Very truly yours,  **${mainSignatoryName}** ${mainSignatoryPosition}  ${mainSignatoryDepartment} | Noted By:  **ENGR. EMELITO A. ADIA**  Director  Engineering Services Division |