

**Yosef Tigistu, Agi Kelbessa, Surafel Zewdu**

Addis Ababa, Ethiopia

Date: 01/01/2025

**HITCON Engineering PLC**

P.O. Box: 40779

Addis Ababa, Ethiopia

**Subject:** Payment Request for Completed Role Based Management System and Modifying and Finalizing of Monitoring Front-end

Dear General Manager,

I hope this message finds you well.

I am writing to formally request payment as per the terms outlined in our contract agreement dated December 20, 2024, for the consultancy services provided under the project "*Development of web-based software for monitoring and reporting road maintenance works*".

I am pleased to inform you that the Role Based Management System and Modifying and Finalizing of Monitoring Front-end has been successfully finalized and submitted. As agreed, this milestone qualifies for payment of the contract amount is due upon completion and acceptance of draft modules and platform designs.

Kindly confirm the acceptance of the submitted work and process the payment Birr 75,000 at your earliest convenience. Please let me know if there are additional steps required to facilitate this transaction.

I have attached the relevant documentation for your review. Should you need any further information or clarification, do not hesitate to contact me at +251912952828 or via email at yoseftigistu17@gmail.com.

Thank you for your cooperation and prompt attention to this matter

**. Sincerely,**

Yosef Tigistu and Co. Software Developers +251912952828