|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | ${letterDate} |  |
|  | (By Fax and Post) |  |
|  | |  |  | | --- | --- | | ${pbpName} | ${pbpFax} | |  |
|  | ${pbpAddr1} |  |
|  | ${pbpAddr2} |  |
|  | ${pbpAddr3} |  |
|  | ${pbpAddr4} |  |
|  |  |  |
|  | |  |  | | --- | --- | | ${prcName} | ${prcFax} | |  |
|  | ${prcAddr1} |  |
|  | ${prcAddr2} |  |
|  | ${prcAddr3} |  |
|  | ${prcAddr4} |  |
|  | ${title} |  |
|  | Minor Works Submission No. ${mwno} |  |
|  | ${address} |  |
|  | ${firstPara} |  |
|  | |  |  | | --- | --- | | ${aDesc} |  | |  |
|  | |  |  | | --- | --- | | ${bDesc} |  | |  |
|  | |  |  | | --- | --- | | ${cDesc} |  | |  |
|  | |  |  | | --- | --- | | ${dDesc} |  | |  |
|  | |  |  | | --- | --- | | ${eDesc} |  | |  |
|  | |  |  | | --- | --- | | ${fDesc} |  | |  |
|  | |  |  | | --- | --- | | ${gDesc} |  | |  |
|  | |  |  | | --- | --- | | ${hDesc} |  | |  |
|  | |  |  | | --- | --- | | ${iDesc} |  | |  |
|  | |  |  | | --- | --- | | ${jDesc} |  | |  |
|  | ...cont'd/P.2 |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  | \*2.\_\_\_\_\_\_\_\_\_${secondPara} |  |
|  | \*3.\_\_\_\_\_\_\_\_\_${thirdPara} |  |
|  | \*4.\_\_\_\_\_\_\_\_\_${fourthPara} |  |
|  | 5\*.\_\_\_\_\_\_\_\_\_${fifthPara} |  |
|  |  |  |
|  | |  |  | | --- | --- | |  | Yours faithfully, | |  |  | |  |  | |  | ( ${spoName} ) | |  | ${spoPost} | |  | For Building Authority | | ${pawName} |  | | ${pawContact} |  | | (\*delete if appropriate) |  | |  |  | |  |
|  |
|  |
|  |