|  |  |  |  |
| --- | --- | --- | --- |
|  | ${pbpName} | ${letterDate} |  |
|  | ${pbpContact} | |  |
|  |  | |  |
|  | ${prcName} | |  |
|  | ${prcContact} | |  |
|  |  | |  |
|  | Dear Sir / Madam, | |  |
|  |  | |  |
|  | Minor Works Submission No. ${mwno} | |  |
|  | ${address} | |  |
|  | 0.-------The notice of prescribed building professional on ceasing to be appointed or nominated under the simplified requirements with the above Minor Works Submission No. is received on ${ReceiveDay} ${ReceiveMonth} , ${ReceiveYear}. | |  |
|  |  | |  |
|  | 2.-------Your notice on ceasing to be appointed or nominated as prescribed building professional in respect of Class I minor works commenced under the simplified requirements at the captioned premises is hereby acknowledged. | |  |
|  |  | |  |
|  | 3.-------Should you have any queries, please contact our staff at 3842 3619. | |  |
|  |  | |  |
|  | Yours faithfully, | |  |
|  |  | |  |
|  | ${spoName} | |  |
|  | ${spoPosition} | |  |
|  | (This computer print-out is valid, | |  |
|  | no authorized signature is required.) | |  |
|  |  | |  |
|  | ${paw} | |  |
|  | |  |  | | --- | --- | | ${pawContact} |  | | |  |
|  |  | |  |