



EXCELLENT INTERNATIONAL CONTRACTOR

SITE OFFICE

Nice Construction Site,
Some Area, City, Country
Tel : +999-5-5555-1234
Fax: +999-5-5555-4321

MAIN OFFICE

Office Space Building,
City, Country
Tel : +999-5-5555-1111
Fax : +999-5-5555-2222

Our Ref : EIC-GIC-L-0012
Date : 31 December 2016

Great International Consultants

Nice Construction Site,
Some Area,
City,
Country

For the attention of : Mr. Peter Smith
Engineer's Representative

Dear Sir,

Nice Construction Project

Package No 2 – Construction Works, Equipment Supply and Installation

Subject: December 2016 Monthly Progress Report

References : EIC-GIC-L-0011 dated 30 November 2016
GIC-EIC-L-0005 dated 5 December 2016

Pertinent to the General Conditions of Contract clause 4.21 we hereby provide our Monthly Progress Report for the works executed during the month of December 2016 for your reference.

Thank you.

Yours faithfully

EXCELLENT INTERNATIONAL CONTRACTOR

John Smith
Project Manager

Encl. : December 2016 Monthly Progress Report
Copy : COOL EMPLOYER – Mr. Homer Simpson