



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-CEC-L-0006
Date : 10 January 2017

Cool Employer Corporation

Nice Construction Site,
Some Area,
City,
Country

For the attention of : Mr. Homer Simpson
Employer's Representative

Dear Sir,

Nice Construction Project

Package No 2 – Construction Works, Equipment Supply and Installation

Subject: Coordination Meeting Invitation

References : CEC-EIC-L-0008 dated 9 January 2017

We hereby confirm our attendance to the Coordination Meeting that will be held at your Site office on Friday 13 January 2017 at 14:00hrs.

Thank you.

Yours faithfully

EXCELLENT INTERNATIONAL CONTRACTOR

John Smith
Project Manager

Encl. : None
Copy : GREAT INTERNATIONAL CONSULTANTS – Mr. Peter Smith