



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-KIS-WP20000-L-0113
Date : 20 December 2016

Knowledgeable International Subcontractor

Nice Construction Site,
Some Area,
City,
Country

**For the attention of : Mr. Montgomery Burns
Project Manager**

Dear Sir,

Nice Construction Project

Package No 2 – Construction Works, Equipment Supply and Installation

Work Package 20000 – Civil Works

Subject: December 2016 Monthly Progress Report for Civil Works

References : None

As of today, we haven't received your Monthly Progress Report for December 2016. We hereby remind you that you are required to submit your Monthly Progress Reports by the 20th day of each month.

Please ensure that your Monthly Progress Report is submitted by C.O.B. Monday 23 December 2016 along with an explanation of why the report was not submitted on time and what measures you will implement to avoid such delays in the future.

Thank you.

Yours faithfully

EXCELLENT INTERNATIONAL CONTRACTOR

**John Smith
Project Manager**

Encl. : None
Copy : None