



# **COOL EMPLOYER CORPORATION**

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## **SITE OFFICE**

Nice Construction Site,  
Some Area, City, Country  
Tel : +999-5-5555-5544  
Fax: +999-5-5555-4455

## **MAIN OFFICE**

Corporate Building,  
City, Country  
Tel : +999-5-5555-5555  
Fax : +999-5-5555-5556

Our Ref : CEC-EIC-L-0008  
Date : 9 January 2017

### **Excellent International Contractor**

Nice Construction Site,  
Some Area,  
City,  
Country

**For the attention of : Mr. John Smith  
Project Manager**

Dear Sir,

### **Nice Construction Project**

**Package No 2 – Construction Works, Equipment Supply and Installation**

**Subject: Coordination Meeting Invitation**

References : None

We hereby request your attendance to a Coordination Meeting that will be held at our Site office on Friday 13 January 2017 at 14:00hrs. Please confirm your attendance by C.O.B. Wednesday 11 January 2015.

Thank you.

Yours faithfully

**COOL EMPLOYER CORPORATION**

**Homer Simpson  
Employer's Representative**

Encl. : Coordination Meeting Agenda  
Copy : GREAT INTERNATIONAL CONSULTANTS – Mr. Peter Smith