



## **KNOWLEDGABLE INTERNATIONAL SUBCONTRACTOR**

### **SITE OFFICE**

Nice Construction Site,  
Some Area, City, Country  
Tel : +999-5-5555-8765  
Fax: +999-5-5555-8766

### **MAIN OFFICE**

City Commercial Building,  
City, Country  
Tel : +999-5-5555-2233  
Fax : +999-5-5555-3322

Our Ref : KIS-EIC-WP20000-L-0045

Date : 23 December 2016

### **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**

**Work Package 20000 – Civil Works**

**Subject: December 2016 Monthly Progress Report for Civil Works**

References : EIC-KIS-L-0113, dated 20 December 2016

Please find attached our Monthly Progress Report for December 2016. We apologize for the small delay in submitting our report. Our copy machine at site office broke down and we couldn't print the report. We have taken measures to avoid such delays again in the future by ensuring that we finalize and print our monthly reports at least 1 day before the deadline and to ensure that a nearby printing service is available to us in case of our site copy machine breaks again.

Thank you.

Yours faithfully

**KNOWLEDGABLE INTERNATIONAL SUBCONTRACTOR**

**Montgomery Burns  
Project Manager**

Encl. : December 2016 Monthly Progress Report for Work Package 10000 – Civil Works  
Copy : None