



## **GREAT INTERNATIONAL CONSULTANTS**

### **SITE OFFICE**

Nice Construction Site,  
Some Area, City, Country  
Tel : +999-5-5555-7755  
Fax: +999-5-5555-5577

### **MAIN OFFICE**

Spacious Office Building,  
City, Country  
Tel : +999-5-5555-8888  
Fax : +999-5-5555-9999

Our Ref : GIC-EIC-L-0006  
Date : 5 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: December 2016 Monthly Progress Report**

References : EIC-GIC-L-0012 dated 31 December 2016

We hereby confirm the receipt of your Monthly Progress Report for the works executed during the month of December 2016.

Thank you.

Yours faithfully

**GREAT INTERNATIONAL CONSULTANTS**

**Peter Smith  
Engineer's Representative**

Encl. : None  
Copy : COOL EMPLOYER – Mr. Homer Simpson