${department} DEPARTMENT

${division} DIVISION – ${area} OPERATING AREA

[${address}] HQs, [${city}] | [${manphone}]

**${orgcode}Org. Unit No.]**

**00/00/0000**

|  |  |
| --- | --- |
| **To:** | **Manager, ${toman}** |

**PTS No. ${ptsno}**

**Contract No. ${contno}** (if available)

**${projectname}**

**SUBJECT :** **${subject}**

**REF :** **Reference , R. 00**

[ **${division}**] reply:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ${A} | Acceptable |  | ${B} | Acceptable with minor comments/notes |
|  |  |  |  |  |
| ${C} | Comments |  | ${D} | Rejected |

${signature}

**${manname}**

Division Manager, [Division Abbreviation]

**${dno} / ${secno}**

**ATTACHMENT (N/A)**

* [copy to -001]
* [copy to -001]

|  |  |  |
| --- | --- | --- |
| **SN** | **[Org. Unit No.] Comments** | **Contractor’s Response** |
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