Serpong, [date]

No. [letterno]

**To:**

**[vendorname]**

|  |
| --- |
| **[vendoraddress]** |
| **[vendorup]** |
| **E-mail : [vendoremail]** |
| **Telp. [vendortelp]** |
| **Fax. [vendorfax]** |

**Subject : Appointment Letter**

Dear Sir / Madam,

With this letter, we hereby appoint your company as “**[budgetplan]”** for:

Occupation : **[budgetplan]**

Project: : **[project]**

Source : **[company], SINARMASLAND.**

The amount is **Rp.** **[bidvalue]** Price Excluding Tax.

Refer to the meetings result which have been held in Negotiation Process, you are required to coordinate with related Project Coordinator and please send your revised negotiation result offer to **TRM / CP (trm-tpm@sinarmasland.com),**  **SINAR MAS LAND.**

This appointment letter is conveyed for your attention. Thank you for your cooperation.

Sincerely yours,

Bambang Setiawan

Head of TRM & CP

[cc]

Note : This appointment letter is not a “Work Order” and it can’t used for billing.