**Urgent by Fax and Despatch**

**MEMO**

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| *From:* |  |  | *To:* | «recipient» | | | |
| *Ref:* | «our\_file\_ref» |  | *Attn:* |  | | | |
| *Tel No:* | «my\_phone» |  | *Your Ref* | («file\_ref\_A») | | *in*  «file\_ref\_B» | |
| *Fax No:* | «my\_fax» |  | *Dated* | «file\_ref\_date» | | | |
| *E-mail:* | «my\_email» |  | *Fax No.* | | «recipient\_fax» | | |
| *Date:* | «date» |  | *Total pages* | | «total\_page»«Title\_Encl» | | |
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# **Preventive Maintenance Programme**

**Slope Feature No«with\_s». «feature\_no» («package»)**

**«location»**

**Application for Simplified Temporary Land Allocation for**

**Preventive Maintenance Works (PMW)**

I would like to apply for a Simplified Temporary Land Allocation (STLA) for the proposed PMW at the above LandsD SIMAR slope«with\_s» with details as follows:-

1. Tentative works period: «tentative\_start\_date» – «tentative\_end\_date» or 6 months from date of STLA approval
2. Works site: please refer to details given in location plans attached
3. Land resumption: not necessary as only Government Land is affected
4. Physical clearance of occupation: not necessary as no structure/crops will be affected

2. I should be most grateful if you would approve the STLA by **«request\_approve\_date»** after posting necessary notice or other form of notification to the local residents.

3. Should you have any queries, please feel free to contact the undersigned.

(«my\_name»)  
for Chief Geotechnical Engineer/Slope Maintenance  
Slope Maintenance Section

«End\_Encl»

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| --- | --- |
| «cc» | «cc\_recipient» |

«my\_initial»/«my\_senior\_initial»/«my\_initial\_s»