

Contractor Name and Address

Gentlemen:

Subject: Project No.
FAP No.
Description of Project
Municipality

Transmitted, for your signature of acceptance, are two copies of Construction Order No. O6 Dated , on the above captioned project.

Please sign and return all copies within two weeks to the Municipality. The original copy will be returned to you when it has been approved by the proper authority.

If, for any reason, you do not wish to sign this Construction Order, please return it to this office with a letter of explanation. If the Construction Order is not returned **within two weeks**, we will reprocess this order and forward it, unsigned, for processing.

Sincerely,

Municipal Official

Cc: MSAT Team