

Attachments for Procedure CA/31

SPECIMEN LETTER: SL/CA 31/ 01 – HANDING OVER OF FREE-ISSUE MATERIALS

Subject: Handing Over of Free-Issue Materials

We intend to hand over following free-issue materials which are to be used in the permanent Works, in accordance with the Contract:

S/No.	Description of the Material	Unit	Quantity	Remarks

Accordingly, we hereby advise you to make arrangements to take over above materials from our stores at

Thanking you.

Yours faithfully,

cc:

- 1.
- 2.