SAMPLE: fictional example. This letterhead shows a branded Word template with styles, header and footer. Replace the fictional company details with your own.

22 October 2026
Ref: ABC/LTR/0001

Ms A. Example
Procurement Lead
Example Developments LLC (fictional)
PO Box 00000, Dubai, UAE

Subject: Written confirmation of fit-out programme, Block C

Dear Ms Example,

Thank you for your letter of 15 October. This letter confirms the revised fit-out programme for Block C and the documents we will issue with it.

The updated programme, the method statement summary and the material submittal log are attached. Each document carries the same revision letter so your team can check them against each other quickly.

- Programme revision C, issued with this letter
- Material submittal log, 14 items, all marked for review
- Written query sheet for any open points

Please reply to this letter; we respond within two working days.

Yours sincerely,

J. Sample

Project Manager, Alder Bay Contracting (fictional)