

To

[The Recipient Name]

Re. Construction Project Turnover for [X]

Dear Sir,

The letter announces a turnover in the current construction project. I hope all the preceding records of sales and the sum collected comply with them when tallied. The letter has been drafted after a detailed analysis of the sum collected from [DATE] to [DATE] by constructing and renovating different buildings of [NAME THE CLIENT]

The details of the project have been attached along with images of the site areas. The letter has been written to show complete bindings and turnover of the project. The construction department of the company has approved the details; therefore, I request you to approve the letter after reviewing the details.

We started the project of constructing and renovating different buildings of [NAME THE CLIENT] in a period of three months on six months installments of payment. I have attached the list of payments received from the client company approved by the bank. As the project is about to complete, one last installment has been halted due to untold reasons.

We have sent a letter requesting the deposition of the remaining amount i.e. [X]. The project shall be completed by the end of [MONTH] and we expect that the amount shall be collected by then.

I am looking forward to your kind approval. Thank you.

Warmly,

[NAME]

[COMPANY]

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