

DRAFT SAMPLE LETTERS (please do not use this sheet)

Letter from the Bank to the CGF

(To be typed on a Bank's letterhead)

<p><i>Request the Bank to use their letterhead please</i></p> <p><i>Note: The original letter from Bank to be attached with the CGF Application Please.</i></p>

Date:

Construction Guarantee Fund,
"Savsiripaya",
123, Wijerama Mawatha,
Colombo 07.

Dear Sir,

RE: LIEN PROJECT ACCOUNT NO:

As advised by our client / customer (Company Name as per the business registration of the contractor) we have as required by you, opened a Lien/Project (Current) Account under the Name and Style (Company Name as per the business registration of the contractor) bearing No.....

We irrevocably undertake not to make any disbursements, transfers or effect any other form of transactions and not to hold as security or set off for any other liability or unsettled facilities of (Company Name)..... with this Bank or any of our Bank branches or other Banks, monies from the said Project Lien Account No..... opened in our Bank without the explicit written authorization received by us from the Construction Guarantee Fund (CGF) given under the signature of an authorized officer of the CGF. We further undertake to send the CGF copies of the monthly statements of the said Account on a monthly basis.

We further confirm that the above undertaking and arrangements will be in full force and effect and will not be changed or altered in any manner under the instructions of (Company Name)..... or any other party without the explicit written approval of the CGF.

Further, we confirm that at your request and with the concurrence or our client / customer we may in future accommodate any other remittances from any other projects in this account adopting the same undertaking mentioned above and notified to you accordingly.

All correspondence on this subject should be addressed to:

The Manager,
.....
.....

Tel: Fax: e-mail:

Thank you.
Yours faithfully,

.....
Names & Signature
Manager

Bank Seal