

**DRAFT SAMPLE LETTERS** (please do not use this sheet)

**Letter to the Client / Employer**

(To be sent on Contractor's Company letterhead & Additional Signed Letter to submit to CGF please)

Date: .....

.....  
.....  
.....

Dear Sir,

**Name of the Construction Work Awarded** .....

With reference to the above Project / Contract awarded to us by your organization, we intend to obtain a Bond / Guarantee from the Construction Guarantee Fund (CGF).

We wish to inform you that we have opened a Project/Lien (Current) Account in respect of the above Project / Contract at ..... Bank .....  
Branch bearing No. ....

Therefore, please remit all such monies payable to us on this Project, directly to this Account. Cheques should be drawn in favour of :-

Pay ..... (Name of company as per the business registration) Lien A/C No ..... of ..... Bank ..... Branch.

Please confirm your agreement to the above to the CGF. (Sample letter attached)

The above instructions will not be revoked by us under any circumstances.

Thank you.

Yours faithfully,

**Signature of the Contractor**

**Name**

**NIC No.**

**Company Seal**

Copies to: CGF and Bank