

DRAFT SAMPLE LETTERS (please do not use this sheet)

Letter from the Client / Employer to the CGF

Request the Client/Employer to use their letterhead please
Note: The original letter form Client/Employer to be attached with the CGF Application Please.

Date:

Construction Guarantee Fund (CGF),
"Savsiripaya",
123, Wijerama Mawatha,
Colombo 7.

Dear Sir,

(Name of Project :))

(Contract No :))

At the request of the Contractor (*Company Name as per the business registration*)
..... for the above
Project we irrevocably undertake to remit all payments against the above contract, which are payable to
(*Company Name*) to Lien/Project Account
No:..... of Bank
..... Branch.

We further agree to notify the CGF as and when remittances are made against the said contract to the
said Lien/Project Bank Account.

Yours faithfully,

.....
Authorised Signatory to the Organization

.....
Seal

Name :

Designation :

Organization :