The Mechanical Engineering Department

Construction Division

Govt. of UK

Georgetown

Dear Sir:

**Contract for Supply of Building Materials**

We are extremely thankful to you for your letter dated the 28th instant considering to gives us a yearly contract for supply of building materials for various projects being undertaken by your department.

While we shall be very happy to be served with the contract when we shall only be too pleased to meet your regular requirement of various building materials, we would like to study the terms and conditions together with the contents of the contract for our perusal to enable us to study and wherever possible/required, give our comments/suggestions for our mutual benefits. Hence, we request you to kindly provide a specimen copy of the same so that we can prepare ourselves to comply with the same for uninterrupted service through year long.

Thank you

Very truly yours

Proposed Contractor