Date:

From,

(Sender’s name)

(Sender’s address)

To,

(Recipient’s name),

(Recipient’s address)

SUBJECT- The contract details for construction of playground.

Dear sir/ madam,

This letter has been drafted to review the details of the contract which is being contemplated for the construction of the playground on the KLCC ground area. The area for the construction of the playground is to be divided in three segments. The first one-third part of ground shall be reserved for the plants and the saplings to be planted. This part shall cover the rim of playground and even the brink of inner circle.

The next segment would be for setting up of playing tools for children. It should be taken into account the clause in the contract makes it obligatory that all the playing tools are approved for children less than 12 years of age. The final segment shall be an open ground. The earlier clause said that only grass cover shall be in limited area; but it is now amended that grass cover will span across the entire ground.

Yours truly,

(Sender’s name and signature).