

For the attention of:

Date

Dear Sir/Madam

**REPAIRS TO THE CHURCH OF ST PETER BRIDGE NORTON
APPOINTMENT OF ARCHITECT/BUILDING SURVEYOR**

On behalf of **Bridge Norton Parochial Church Council** I am pleased to inform you that you are awarded the Contract for the above.

We are currently completing the form of contract (CIC Consultants' Contract Conditions), and hope to have this ready for signature in the near future.

Our authorised representative is:

**Ms F Smith
2 The Glebe
Bridge Norton
YY1 ZZ2**

Telephone 01234 567890

who should be contacted without delay for instructions to proceed and any other information you may require.

We will make arrangements as soon as possible for the formal execution of the contract documents.

Yours faithfully

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for
Bridge Norton Parochial Church Council