

(to be printed on Client Letterhead)

Letter of Intent

Date

To: Mr.
Position

Company
Address

Re: NEW OFFICE, Address

Dear Sirs,

With reference to the above mentioned project, we confirm that it is our intention to enter into a formal contract with ID Works Interiors INC SPC as our main design and build contractor to carry out the works specified in our requirements.

You are requested to submit your final fit out and furniture bill of quantities at the earliest based on the approved floor plan. After which we can finalize the scope of works and issue a purchase order. Thank you.

Workplace Motivates

Yours faithfully,

Mr.
Position

Company
Address