
Addressed to Contractor
Sent by registered post

Dear Sirs,

List of Approved Contractors for Public Works:
Category (), Group ()

List of Approved Suppliers of Materials and Specialist Contractors for Public Works
(Category of work)

An Adverse report has been made in respect of your performance during the period
(date) to (date) on contract no. (number and name).

Particular aspects of your performance during this period which have given rise to the
adverse report are:-

(details)

I urge you to make a rapid and substantial improvement in your performance.
Should there be further Adverse reports, I will have to call for more frequent assessments of
your performance and your competence to carry out further government contracts will be
reviewed. This may result in your suspension from tendering, downgrading or removal from
the list.

(name)
for (Director of Reporting Department)

c.c. SEO(PS), ETWB

c.c. (Director of Managing Department)
(For attn. of Secretary of the Managing Review Committee)