**LETTER OF CONFIRMATION OF WORKS**

**Contract Example 1:**

This Agreementis made on [*insert date*] between:

(1) [*BIDDER NAME*] which is a company registered in [*insert*] under company number [*insert company no.*] and whose registered office is at [*insert address*] (the ‘**Bidder**’).

(2) [CUSTOMER *ORGANISATION*] which is a company registered in [*insert*] under company number [*insert company no.*] and whose registered office is at [*insert address*].

We named at part (2) of this letter of confirmation, that the bidder named in part (1) of this letter, has satisfactorily completed research works for [*insert project name]* during the period of *[insert dates].*

|  |  |
| --- | --- |
| Duly authorised and SIGNED for and on behalf of the |  |
| **[the Bidder]** |  |
| by: | ] |
| **Name ............................................................**  **Print Signature ……………………………….**  **Position ........................................................** |  |
| Duly authorised and SIGNED for and on behalf of the |
| **[Customer organisation]** |
| by: |
| **Name .............................................................**  **Print Signature ………………………………..**  **Position .........................................................**  **Contact Email………………………………….**  **Contact Telephone……………………………** |

**(N.B. Please note by inputting your printed signature above, you are electronically signing this ‘Letter of Confirmation’ and confirming that the information provided is a true reflection of the works undertaken).**