**SAMPLE**

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| --- | --- |
| [Summit Russia–Africa 2019 Partner Letter Head] | To the CEO  of the Roscongress Foundation  Alexander Stuglev |

No.\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_

**Dear Mr. Stuglev,**

Hereby we inform you that the official developer of the business networking area .

at the Summit Russia–Africa 2019 central venue

(Name of business networking area)

(FEFU) is .

(Name of the contracting organization)

Address for correspondence .

(Contractor’s mailing address)

Legal address .

(Contractor’s legal address)

Information about the Contractor’s responsible officials:

The head of the contracting organization (including design) .

.

(First name, last name, e-mail, contact phone number)

The Contractor’s work responsible official, including project design: .

.

(First name, last name, e-mail, contact phone number)

Fire Safety official: .

(First name, last name, e-mail, contact phone number)

Electrical Safety official: .

(First name, last name, e-mail, contact phone number)

Occupational official: .

(First name, last name, e-mail, contact phone number)

Enclosures:

1. A copy of the certificate of admission to general construction and electrical works issued by a self-regulatory organization (SRO);

2. A copy of the certificate of admission to the design works, issued by a self-regulatory organization (SRO).

3. Copy of the certificate of conformity to the international standards ISO 9000 series (GOST R. ISO 91-2008);

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