**SAMPLE**

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| --- | --- |
| REW 2019 Partner Letterhead | To the CEO of the Roscongress Foundation  Alexander Stuglev |

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

**Dear Alexander,**

We hereby inform you that the official developer of the business networking area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at the REW 2019 central site

(Title of the business networking area)

(Central Exhibition Hall ‘Manege’) is \_

(Name of contractor organization)

Correspondence address .

(Contractor organization correspondence address)

Legal address .

(Contractor organization legal address)

Information on the contractor’s responsible officials:

Head of the contractor organization (including design bureau) .

.

(Full name, e-mail, phone number)

The contractor’s work, including design, responsible person: .

.

(Full name, e-mail, phone number)

Fire safety officer: .

(Full name, e-mail, phone number)

Electrical safety officer: .

(Full name, e-mail, phone number)

Labour safety officer: .

(Full name, e-mail, phone number)

Enclosures:

1. Copy of the general construction and electrical installation works permit issued by a self-regulatory organization (SRO);

2. Copy of the design work permit issued by a self-regulatory organization (SRO);

3. Copy of the Certificate of compliance with international standards of the ISO 9000 series (GOST R. ISO 91-2008);

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