



# STUDIO WINTER

Chartered Architect

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5<sup>th</sup> April 2024

Dear Sirs,

**our ref: 15/1395 Alterations to the Mayor's Parlor**  
**your ref:**

I write to invite you to return a formal written Firm Priced Tender in regards the above. Accordingly, I enclose drawings and documents as noted on the issue sheet for your consideration.

Please complete and return the enclosed 'Form of Tender' to me in an envelope clearly marked on the outside with 'Mayor's Parlor Tender'.

Tenders must be returned to this office no later than **noon on Monday 13<sup>th</sup> May 2024**.

Site visits are to be made directly with the Client, who's contact details are enclosed in the Preliminaries, giving a minimum of 24hours notice. You must inspect the property and read all the documents in conjunction with the drawings before finalising your price.

It should be noted that the client's administration offices are adjacent the site.

If you require any clarification of the enclosed or any additional information, please do contact me in writing, by post or email and I will distribute the questions and answers to all tenderers so all tender the same information.

Yours sincerely,

Christopher Munson  
RIBA PG(Dip)Arch.Cons RMaPS  
(for and on behalf of Studio Winter Chartered Architect)

Enc.

