Date:

Ref. No.

JAPAN INTERNATIONAL COOPERATION AGENCY

JICA XXX OFFICE

*[Address specified in the Article 5 of the Grant Agreement]*

Attention: Chief Representative

Ladies and Gentlemen:

NOTICE CONCERNING PROGRESS OF PROJECT

Reference : Grant Agreement, dated 署名日(signed date of the G/A), for プロジェクト名(name of the Project)

In accordance to the Article 6 (3) of the Grant Agreement, we would like to report on the progress of the Project up to the following stages:

[Common]

　Preparation of bidding documents - result of detailed design

　Completion of final works under construction/procurement contract

[Construction]

Monthly progress [Month/Year]

[Procurement of Equipment]

Shipping/delivery, hand-over (take over) of equipment

Installation works

Operational training

Other

Please see the details as per attached Project Monitoring Report (PMR).

Very truly yours,

**[*Signature*]**

[*Name of the signer*]

[*Title of the signer*]

[*Name of the executing agency*]

cc:

Director General

Financial Cooperation Implementation Department

Japan International Cooperation Agency

*[Address specified in the Article 5 of the Grant Agreement]*