Date

Claimer Name

Title

Contractor Name

Contractor Address

City, PR 00###-###

**CLAIM reference**

**PROJECT NAME, CITY**

**RQ 00###**

Dear Mr. :

We receive your claim dated **Month day, year**. According to article 31 (d) of the General Conditions of the Contract, we have sixty (60) days to analyze and answer your claim. Your claim has been processed and is being analyzed by the concerned areas, but will be unable to reply to you within the above term.

According to this article we are notified you that we proceed to answer it in an additional term not more than thirty (30) days.

Cordially,

Administrator Name

Administrator

c: Bond Company Name

Name, Esq – Legal Office

Name, PE – Deputy Administrator Construction and Development Area

Form AVP-501201

Rev. June 2017