Date

Claimer Name

Title

Contractor Name

Contractor Address

City, PR 00###-###

**response for 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 signed, we have sixty (60) days to analyze and answer your claim. Your claim has been processed and analyzed by the concerned areas.

\*\* Claim Response \*\*

It notifies you that, if you do not agree with this decision, you may appeal in the established term of thirty (30) days as set out in article 31 (e).

Cordially,

Administrator Name

Administrator

c: Bond Company Name

Name, Esq – Legal Office

Name, PE – Deputy Administrator Construction and Development Area