

**Peter Allan**  
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*Andy*  
*for information*

Dear Mr Cobb

**Re: ABGM Construction Ltd**

I acknowledge receipt of your letter dated 31<sup>st</sup> July and I am happy to give you my views regarding the capability of ABGM Construction. They have tendered for a number of projects under my direction over the past five years, and whilst they have not been the lowest tenderer on all of them they have performed very well on those that they carried out. These include five house extensions of different sizes, and a school project. They always complete the project within the original timescale or the extended period where additional work has been added, and on two occasions ahead of time. This has not been done by cutting corners but rather by working to proper standards at all times. As far as budget is concerned all these schemes used a detailed specification priced item by item, and any extras were promptly priced by ABGM for consideration by my clients before instructions to proceed. Consequently there were no unpleasant financial surprises.

I am happy to recommend the firm who are reliable and skilled, and I shall certainly use them in the future. Indeed I have a project ready for tendering next week and ABGM will be asked to submit a price.

Yours sincerely

P J Allan

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