**Letter of Endorsement/Acknowledgement Request Form**

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| **Council Name**: |  |
| **RFQ / VP Number**:Please create your RFQ in VendorPanel to retrieve VendorPanel (VP) number, you don’t need to publish it yet. | RFQ XXXXX / VPXXXXXX |
| **RFQ Name:** |  |
| **LGP Panel**: | LGPXXX-X |
| **Name of Customer Contract to be amended**: |  |
| **Proposed Amendments**:List the amendments here with clause numbers or attach in a document with an annexure name. |  |
| **Estimated value of the project**: | $X,XXX,XXX |
| **Council Contact Name, Position and Email:** |  |
| **Additional comments**: |  |
| **Proposed letter type**: (For LGP use only) | Letter of AcknowledgementLetter of Endorsement |