*\*On the letterhead of project Beneficiary (only for Beneficiaries from Lithuania and Belarus)*

To: *(addressed to Lead Beneficiary)*

*(text in accordance with the wording of the correspondence in the institution)*

|  |  |
| --- | --- |
| 1.INFORMATION ABOUT THE PROJECT | |
| Project title |  |
| Project No. | ENI-LLB- |
| 2.INFORMATION ABOUT THE BENEFICIARY | |
| Title/name of the Beneficiary |  |
| Beneficiary number in the project |  |
| 3.INFORMATION ABOUT SELECTED AUDITOR | |
| Title/name of the auditor in English |  |
| Registration number |  |
| Address |  |
| Phone number |  |
| Fax number |  |
| E-mail |  |
| 4.INFORMATION ABOUT PROCUREMENT PROCEDURE | |
| Applied procurement procedure |  |
| Date of start of the procedure |  |
| Number of suppliers participated |  |
| Price of the winner of the carried out procurement procedure | *For Belarusian Beneficiaries: indicate offer amount in BYR and equivalent in EUR with information about exchange rate used in terms of a given date* |

Position of authorized signatory of Beneficiary / signature /

Date