Date :

 Letter No:

**To : General Manager**

 **Operations Department**

 **Myanmar Japan Thilawa Development Limited**

**Subject: Major/ Minor Design Change Notification for Rental Factory ( ), (Company Name)**

 We hereby submit the following design change notification documents from the reference approved DAAPS (TSEZ xxxx) on the date of (DD/MM/YY). Three (3) sets of hard and soft copies (CD) are attached herewith, along with the Application for Design Change Approval cover sheet.

Attachments:

1. Design Change Notification Cover Letter
2. Old Design with MJTD Stamp
3. Design Change/ Mortified Drawing
4. Any document that MJTD may require

Sincerely,

Signature

(Name of the applicant)