

FORMAT

Ref :

Date:

The Manager  
**(Name and address of the bank)**

Dear Sir,

**Request to prioritize import payment of ..... (Name of the Supplier)**

1. Science and Technology Human Resource Development Project (STHRDP) is a foreign funded education project and funding will be available for the project in USD.
2. The Project is funding for design and construction of fully equipped three Technology faculties and one Engineering faculty for University of Kelaniya, Rajarata University of Sri Lanka, Sabaragamuwa University of Sri Lanka, and University of Sri Jayewardenepura,
3. The funds to acquire technologies/laboratory equipment/furniture for faculties under this project have already been made available by the Asian Development Bank in the form of foreign currency.
4. (Name of the Supplier) ..... is one of the vendors that provides .....(Description of Goods) to Universities under the Science & Technology Human Resource Development Project.
5. Acquiring technologies/laboratory equipment/furniture has become very urgent for the new faculties that constructions of new faculty buildings are to be completed by next year expecting to increase the intake of students in respective universities.
6. Considering the importance of timely procurement of goods, you are kindly requested to prioritize the remittance of funds by (Name and address of the supplier), to.....(name of the foreign supplier).for the procurement of ..... (description of good) with following details, so that the project could obtain services without any interruption.

Contract Reference....(Activity No)

Description of Goods.....

Value of Contract.....

Thank you

.....  
Deputy Project Director (PMU)  
STHRD Project

Cc: Secretary, Ministry of Finance - f.i.pl.  
Central Bank of Sri Lanka - f. y. i. and n.a.pl.