



REPUBLIC OF BULGARIA

Ministry of Regional Development and Public Works

DIRECTORATE GENERAL  
“TERRITORIAL COOPERATION MANAGEMENT”

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Ref. № .....

.....

TO

*<Project partner name and address for  
correspondence>*

**Subject: Designation for the First level of control for reporting period from....to....**

**DEAR SIR/MADAME,**

Following your request for first level of control No....., I would like to inform you that the representatives of the contracted company *<name of the company/consortium led by... >* will perform verification of the expenditures declared for the reporting period started from .....to..... In order to perform the verification process in accordance with the First Level Control Guidelines and the national and Programme rules, the controllers should be ensured with full access to all documents subject of verification.

Please note that the verification will start on....and should be completed by .....

Sincerely yours,

**Director General:**

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