**Specimen email:**

Email subject: <<Contract No.>> <<Confirmation of Service / Work>>

I, <<Name of AV/DV/AA-holder or authorized person>>, responsible for the project No.  <<12 digits PN>>, confirm herewith the services/works performed by <<Name of contractor>> under contract <<Contract number>>, with the agreed payment value of <<Amount >> VND excl. VAT / incl. PIT for interim payment / final payment.

After contract ends, the total actual value of contract: <<Amount>> VND

The services/works was delivered in full scope and meet expectations/ in part only, because <<add reason in case of partly/not at all>>

Links for deliveries / interim report/ final report: <<add DMS links>>

I would <<recommend/not recommend>> the contractor for the next GIZ assignment.

Best regards,