

CAMBODIAN PRIVATE COMMERCIAL CENTER IN

City Name, Date:

Her Excellency CHAM Nimul
Minister of Commerce
Kingdom of Cambodia

Subject: Report of Cambodian Private Commercial Center in
Reference: Official Permit of Cambodian Private Commercial Center in
No: dated

Dear Your Excellency Minister,

I would like to report to **Your Excellency Minister** about the progress and achievement of the Cambodian Private Commercial Center in, for **1st quarter of 20...** as follows:

I- GENERAL INFORMATION

- Name of the Center: Cambodian Private Commercial Center in
- Official Permit: No: Dated
- Location and Address:
- Floor plan of the Center:
- Operating Company (registered oversea):
- Name, phone number, email and photo of Director of the Center:
- Organization Chart of the Center:
- Contact Person:
- List of Cambodia products in the Center
- List of Cambodia documents in the Center

II- OPERATIONAL ACTIVITIES

- **Meetings and Visits to the Center:**
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- **Number of Sales of Cambodian Products per product:**
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- **Other Activities (organizing or attending Expo, Forum, Trade Workshop, and other Trade Events):**
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III- CHALLENGES

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IV- ACTIVITIES PLAN

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In conclusion, I respectfully seek advice and guidance from **Your Excellency Minister** to ensure the Center's operations are more effective and fruitful in the future.

Please accept, **Your Excellency Minister**, the assurances of my highest consideration.

Sincerely Yours,

Signature and Name
Position,
Cambodian Private Commercial Center in
Official Stamp

Contact:
Name:
Phone Number:
Email:

CC:
Department of Market Development
General Directorate of Trade Promotion
Ministry of Commerce, Kingdom of Cambodia

Annex:
Photos of activities of the Center (At least 10 photos)