[Insert date]

[Insert Contractor’s Name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s Name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project name] |

**Re: Request for a Variation for the Convenience of the Contractor – Clause 40.4 General Conditions of Contract**

I refer to your request for a variation for your convenience dated [Insert date] requested under Clause 40.4 Variations for the Convenience of the Contractor, of the *General Conditions of Contract*.

I do / do not approve this proposed variation. The reason(s) for this decision is / are as follows:

* [Insert reasons]

There is no entitlement to an extension of time for Practical Completion or extra payment in approving this variation for convenience, or anything arising out of the variation which would not have arisen had the variation not been approved.

Yours sincerely

[Insert name]

**Administrator**

[Delete before sending. Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]