[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: Notice of Proposed Variation under Clause 40.2 of General Conditions of Contract**

In accordance with the provisions of Clause 40.2 Proposed Variations of the *General Conditions of Contract*, I propose the following variation, namely [Insert details of Proposed Variation].

As soon as practicable or within five Business Days, advise:

1. the anticipated effect the proposed variation will have on the construction program, and time for Practical Completion
2. your realistic estimate of the cost (including delay costs, if any) of the proposed variation, and
3. provide supporting documentation to substantiate the estimated cost and time impacts including an updated program.

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]