[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: Contractor’s Notice of Latent Condition – Clause 12.2 General Conditions of Contract**

I refer your written notice of [Insert date], reference [Insert text] giving notice of a latent condition in accordance with Clause 12.2 of the *General Conditions of Contract*.

In accordance with your notice, you are requested to provide a written statement specifying [Delete before sending. Delete any item not required]:

1. the Latent Condition encountered and in what respect it differs materially
2. the additional work and resources that you estimate to be necessary to deal with the Latent Condition
3. the time you anticipate is required to deal with the Latent Condition, and the expected delay in achieving Practical Completion for each Separable Portion in the Contract
4. your estimate of the cost of the measures necessary to deal with the Latent Condition
5. [Insert details of other requests]

This information is required no later than 10 Business Days [Delete before sending. Modify this depending on complexity] after the receipt of this letter.

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 more information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For more information.

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

[Insert address line 1]

[Insert address line 2]

For more information.

[Insert name]

**Administrator**

[Insert date]