[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] |
| **Variation Direction number** | [Insert number] |

**Re: Valuation of Variation No [Insert number] and Extension of Time for Practical Completion – Clauses 40.5 and 35.5**

I refer to your letter dated [Insert date] outlining your cost, together with a request for an extension of time for completing Variation No.[Insert number].

I have valued the variation in accordance with Clause 40.5 of the *General Conditions of Contract*, as $[Insert Valuation] (GST exclusive). [Delete before sending. If less than the Contractor anticipated then add] The reasons why the valuation is less than you requested is because of the following reasons:

* [Insert reasons].

As this variation has / has not caused a delay, you are hereby granted / are not entitled to an Extension of Time to the Date for Practical Completion of [Insert date] days, under Clause 35.5 of the *General Conditions of Contract*. [Delete before sending. If less than the Contractor anticipated then add] The reasons why the valuation is less than you requested is because of the following reasons:

* [Insert reasons].

|  |  |
| --- | --- |
| Original date for Practical Completion | [Insert date] |
| Previously approved Extensions of Time | [Insert number of days] days |
| This approved Extension of Time | [Insert number of days] days |
| Total approved Extension of Time | [Insert number of days] days |
| Revised date for Practical Completion | [Insert date] |

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]