[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 to Rectify Defects – Clause 37**

In accordance with Clause 37 of the *General Conditions of Contract*, you are directed to rectify the following omissions and/or defects in the work that have become apparent during the Defect Liability Period, namely [List omissions or defects]. Rectification work is to commence on [Insert date] and to be completed by [Insert date].

If the work of rectification is not commenced or completed by the dates stated above, the Principal may, without prejudice to the Principal's other rights under the Contract, have the work rectification carried out by others at your cost.

In respect of the work of rectification described above, a separate Defects Liability Period of [Insert duration of period] months shall apply commencing from the date such work of rectification is completed.

[Delete before sending. Note this last paragraph is an optional condition. Delete if not applicable]

Yours sincerely

[Insert name]

**Administrator**

C/c:

1. **Principal** – [Insert name]

[Insert address line 1]

[Insert address line 2]

[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]