[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 Termination of Administrator’s Representative – Clause 24**

I notify you under Clause 24 of the *General Conditions of Contract*, from [Insert date] the appointment of [Insert Administrator Representative's name] as my representative in respect of the following functions [Insert functions to cease] will cease and replaced by [Insert replacement's name] undertaking the same functions.

[Delete before sending. Italicised bold text is optional.]

Yours sincerely

[Insert name]

**Administrator**

Encl ()

[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]