[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: Correction of Payment Certificates – Clause 42.2**

Under Clause 42.2 Correction of Payment Certificates, of the *General Conditions of Contract*, I issue this Payment Certificate to correct Payment Certificate Number [Insert Number] dated [Insert Date]. Payment Certificate Number [Insert Number] is raised in the sum of $ [Insert Dollar Value] because the previous Payment Certificate was in error for the following reasons:

* [Insert Reasons]

Yours sincerely

[Insert name]

**Administrator**

[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]