[Delete before sending. Legal advice must be sought prior to issuing this letter as there could be significant legal consequence. Contact Transport and Main Roads' Prequalification and Contracts Unit via email at [tender\_contracts@tmr.qld.gov.au](mailto:tender_contracts@tmr.qld.gov.au) for more information.]

|  |  |
| --- | --- |
| **Date** | [Insert date] |
| **To** | Contractor |

Dear [Insert title]

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| **Recourse to Security and/or Retention Moneys** | |

I am entitled to exercise rights under the Contract to (1) Primary Security and/or Retention Security or Subcontractor Payment Security held under the Contract.

I advise that I intend to reduce the (1) Primary Security and/or Retention Moneys (2) to the extent of the sum of (3) $ [insert amount] (amount).

Yours sincerely

[Insert name]

**Principal**

c/c: Administrator

|  |
| --- |
| 1. Delete as appropriate. 2. Delete the following words if the whole of the Primary Security and/or Retention Moneys are to be appropriated. 3. If recourse is not to the whole of the Primary Security and/or Retention Moneys, insert the appropriate amount.   Note: Standard Letter SL040 is printed in three forms (SL040, 041, 042). SL040 applies where Primary Security and/or Retention Moneys are held as cash. |