|  |  |
| --- | --- |
| **Date** | [type here] |
| **To** | Administrator |

Dear Sir/Madam/Miss, etc.

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| **Principal’s Notice of Delay** |

**Notice under Clause 35.5 of the General Conditions of Contract**.

I hereby notify you of the following matters and/or items namely:

(1) [type here]

that are to be completed under the Contract may be delayed by (2)

[type here].

Yours sincerely

[type here]

**Principal**

c/c: Administrator

|  |
| --- |
| 1. Insert description of matter or items.
2. Insert duration of delay.
 |