[Insert date]

|  |  |
| --- | --- |
| To: | (1) Administrator / Principal |

|  |
| --- |
| Dear [Insert title] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Notice When Principal Supplied Information / Materials are Required by the Contractor |

Under Clause 29.7 Material Supplied by the Principal of the *General Conditions of Contract*, I request that you provide the following:

|  |  |  |  |
| --- | --- | --- | --- |
| (2) | information / materials / documents / instructions, by no later than | (4) | [Insert date] |
| Namely | (3) | [Type here] |

If you are unable to supply this information (2) at all / within the time specified, please notify me in writing immediately.

Yours sincerely

[Insert name]

**Contractor**

**C/c: (1) Principal / Administrator**

|  |
| --- |
| 1. The Contractor should address its request to the appropriate party and send a copy to the other party.
2. Delete as appropriate.
3. Insert sufficient details to fully identify what is required.
4. The Contractor is required to give reasonable advance notice. A reasonable forward date should be inserted.
 |