[Insert date]

|  |  |
| --- | --- |
| To: | Administrator |

|  |
| --- |
| Dear [Mr/Sir/Miss/Ms, etc.] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Claim for Variation Costs |

I refer to your letter (1) [type here] to quote for the following variation (a) [type here].

Attached is my detailed quotation for the work required (2).

(3) I have also attached details of my costs of obtaining the measurements and other evidence of costs, over and above normal overhead costs.

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Identify the date and other details of the direction concerned. 2. Attach as appropriate. 3. Delete as applicable if the direction (CAL011M) did not require such details. |