[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| for Payment Claim Number (1) |

Under Clause 42.1 of the *General Conditions of Contract*, I am seeking payment for the works performed during the period (2) [type here] to [type here].

I enclose the following details and supporting documentation in support of my claim (3) [type here].

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert Number. 2. Insert period of claim. 3. Insert details of attachments as applicable.   Note:  A checklist of items which may be included in a claim for payment are included on SL130A. |