[Insert date]

|  |  |
| --- | --- |
| To: | Principal |

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

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| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Alternative 2 – Meeting of Chief Executive Officers |

Under Clause 47.3 of the *General Conditions of Contract*, I hereby inform you the dispute referred to in my letter of (1) was not settled at a meeting held between the Principal's Representative, the Administrator and myself on (2) [type here]. Under Clause 47.3.9, the dispute was then referred to the Dispute Resolution Board (DRB) on (2) [type here]. The DRB did not make a binding recommendation under Clause 49.9 to resolve this dispute.

In accordance with Clause 47.3.10, the chief executive officers shall confer at least once to attempt to resolve the dispute.

I suggest this meeting takes place on (2) [type here] commencing at [type here] am / pm.

Following this meeting, should a party believe the dispute cannot be resolved under Clause 47.3.11, the party may by notice in writing to the other party refer such dispute to arbitration or litigation.

Yours sincerely

**Contractor**

**c/c: Administrator**

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| --- |
| 1. Insert date of SL140 or SL065 as appropriate. 2. Insert date of conference or conferences.   Note:   1. Service of SL144B must be delivered either by hand or by registered post. 2. Refer also to SL145 which progresses to the next stage of dispute resolution under Alternative 2. 3. If there are several notices of dispute, it is advisable to serve a separate notice for each dispute. |