[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Notice of Relocation of Survey Mark |

In accordance with Clause 28.3 of the General Conditions of Contract, I give (1) [type here] days’ notice of our request for approval of relocation of an existing survey mark(s).

The details of the survey mark(s) and method of relocation are as follows:

(2) [type here]

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert number of days of notice (not less than 5 Business Days). 2. Insert details of proposed method for coordinating and leveling the new survey mark(s). |