[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Approval to Enter Adjoining Private Land |

In accordance with Clause 27.2.3 of the *General Conditions of Contract*, I have attached a copy of the consent(s) obtained from the landowner and occupier about our request to enter the property with plant and equipment for the purpose of carrying out the work(s) under the Contract.

The attachments are (1) [type here]

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert details of attached approvals. |