[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Appointment of Replacement Contractor’s Designer |

In accordance with the provisions of Clause 8.6.4 of the *General Conditions of Contract*, the Administrator has requested to replace the Contractor's Designer by letter dated (1) [type here]. I am advising you that the services of (2) [type here] as Contractor’s Designer have been terminated.

I advise appointment of (3) [type here] as the replacement designer.

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert date of Administrator’s approval 2. Insert name of terminated Contractor’s Designer 3. Insert name of replacement Contractor’s Designer |