[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project name] |

**Re: Practical Completion has not been Reached – Clause 42.5**

I refer to your letter dated [Insert date], requesting issue of the Certificate of Practical Completion, in accordance with Clause 42.5 of the *General Conditions of Contract*.

It is my opinion that Practical Completion has not been achieved and accordingly a Certificate of Practical Completion will not be issued.

The reasons why Practical Completion has not been achieved are as follows:

* [Insert reason]
* [Insert reason]
* [Insert reason], and
* [Insert reason].

Yours sincerely

[Insert name]

**Administrator**

[Delete before sending. Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Agent** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]