[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: Recommencement of Work – Clause 34.3**

I refer to my letter dated [Insert date] suspending Work within the above Contract.

Under Clause 34.3 Recommencement of Work, of the *General Conditions of Contract*, and as the reason for the suspension no longer exists, you are hereby directed to recommence Work on the [Delete before sending. Delete as appropriate] whole of the Work / part of the Work, namely: [Insert Location of Work(s)].

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 Representative** – [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]