[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: Notice that a Rolling Program is Required – Clause 33.4.9**

Under Clause 33.4.9 short term Rolling Program, of the *General Conditions of Contract*, each month you are required to prepare and submit to me a detailed short term Rolling Program for the Work under the Contract.

I have not received the first Rolling Program which was due [Delete before sending. Delete as appropriate] within

20 Business Days after the Date of Acceptance of Tender.

**OR:**

as stated in Item 36A of Annexure A to the *General Conditions of Contract*.

I hereby direct you to comply with the provisions of Clause 33.4.9 of the *General Conditions of Contract*.

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]