Delete before sending. Legal advice must be sought prior to issuing this letter as there could be significant legal consequences. Contact Transport and Main Roads' Prequalification and Contracts Unit via email at [tender\_contracts@tmr.qld.gov.au](mailto:tender_contracts@tmr.qld.gov.au) for more information.

|  |  |
| --- | --- |
| **Date** | [Insert date] |
| **To** | Contractor |

Dear Sir/Madam/Miss, etc.

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| **Recourse Moneys held in Security** | |

I am entitled to exercise my rights under the Contract to (1) Primary Security and/or Retention Security / or Subcontractor Payment Security held under the Contract. I advise that I intend to have recourse to the (1) Primary Security and/or Retention Security / or Subcontractor Payment Security (2) to the extent of the sum of (3) $ [Insert amount] (amount).

Yours sincerely

[Insert name]

**Principal**

c/c: Administrator

|  |
| --- |
| 1. Delete as appropriate. 2. Delete the following words if the whole of the Primary Security and/or Retention Security are to be appropriated. 3. If recourse is not to the whole of the Primary Security and/or Retention Security, insert the appropriate amount.   Note: Standard Letter SL040 is printed in three forms (SL040, 041, 042). SL041 applies where Primary Security and/or Retention Security are held as cash. |