|  |  |
| --- | --- |
| **Date** | [type here] |
| **To** | (1) Principal  (1) Contractor |

Dear Sir/Madam/Miss, etc.

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| **Notice of Potential Insurance Claim** | |

Under Clause 21.4 of the *General Conditions of Contract*, I notify you of the following occurrence which may give rise to a claim under the (1) Contract Risk / Public Liability insurance policy.

Detail of occurrence: (2) [type here]

Policy of Insurance which may be affected: (3) [type here]

Yours sincerely

[type here]

**(1) Contractor / Principal**

c/c: Administrator

|  |
| --- |
| 1. Delete as appropriate. 2. Complete as appropriate.   Note: Either party may give this notice as Clause 21.4 requires the Principal to so notify the Contractor if the above policies have been effected by the Contractor. |