[Insert date]

|  |  |
| --- | --- |
| To: | Administrator |

|  |
| --- |
| Dear [Mr/Sir/Miss/Ms, etc.] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Contractor’s Request for Suspension of Work under the Contract |

Under Clause 34.2 of the *General Conditions of Contract*, I seek your approval to suspend (1) the whole of the work under the Contract / part of the work under the Contract, namely (2) [Insert].

Details of the proposed suspensions are:

|  |  |  |  |
| --- | --- | --- | --- |
| (a) | Commencement of suspension |  | [Date] |
| (b) | Anticipated resumption |  | [Date] |
| (c) | Reason for suspension | (3) | [Insert] |

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Delete as appropriate. 2. Insert description of works to be suspended. 3. Insert details of suspension and reasoning behind. |