[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Notice Regarding Prestart Conference |

In accordance with Clause 4.2 of the *General Conditions of Contract*, I hereby advise suitable date(s) (1) to hold the Prestart Conference.

Please advise details of the proposed time, date and venue for the meeting at your earliest convenience.

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert dates suitable to the Contractor for proposed meeting. |