[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Date for Supply of Principal Supplied Material |

In accordance with Clause 29.7 of the *General Conditions of Contract*, I hereby advise that I require the following Principal Supplied Material to be available for our collection on the date(s) as shown below (1):

|  |  |  |
| --- | --- | --- |
| **Quantity** | **Description** | **Date** |
| [Insert quantity] | [Insert description] | [Insert date] |
| [Insert quantity] | [Insert description] | [Insert date] |
| [Insert quantity] | [Insert description] | [Insert date] |

Please confirm no later than (2) [type here] details of the address and procedure for collection.

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert details of Principal Supplied Material required. 2. Insert latest date for receipt of details. |