[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Notice of Damage to Principal Supplied Material |

In accordance with Clause 29.7 of the *General Conditions of Contract*, I give notice of the following damage to Principal Supplied Material (1).

|  |  |  |
| --- | --- | --- |
| **Quantity** | **Description** | **Damage/Loss** |
| [insert quantity] | [insert description] | [insert damage/loss] |
| [insert quantity] | [insert description | [insert damage/loss] |
| [insert quantity] | [insert description] | [insert damage/loss] |
| [insert quantity] | [insert description] | [insert damage/loss] |

Please arrange for the availability of replacement material to be made as quickly as possible and advise the expected date for collection.

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert details of loss or damage   Note:  This notice must be given within five Business Days of the Contractor becoming aware of such events. |