[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Request to Erect Contractor’s Advertising |

In accordance with Clause 27.8.2 of the *General Conditions of Contract*, I request permission to erect an advertising sign.

The relevant details are as follows:

(1) [Size]

[Wording and Graphics]

[Location]

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert details as appropriate. |