[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project name] |
| **Variation direction** | [Insert Variation no.] |

**Brief Description of Variation: [Insert brief description of Variation]**

**Re: Authority to Vary the Work – Clause 40.1 General Conditions of Contract**

I refer to your letter dated [Insert date] outlining the cost and a request for an extension of time associated with the variation, as described above.

In accordance with Clause 40 Variations, of the *General Conditions of Contract*, you are directed to vary the work performed under the Contract in accordance with the description above.

Please submit evidence of conformance upon completion of the variation.

Yours sincerely

[Insert Administrator's name]

**Administrator**

[Delete before sending. Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]