[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] |

**Re: Notice of Intention to Provide Urgent Protection – Clause 39**

Your attention is drawn to the requirements of Clause 39 of the *General Conditions of Contract.* You have failed to take urgent actions that are considered reasonably necessary to protect the work under the Contract, other property and/or people. I hereby notify you that the Principal intends to take necessary actions to provide the urgent protection, and according to the provisions of Clause 39 of the *General Conditions of Contract*, the costs incurred by the Principal shall be a debt due from you to the Principal.

The action the Principal has proposed to undertake includes but is not limited to:

* [Insert Actions].

[Delete before sending: This notification should only be sent if the Administrator has time to do so. In cases of emergency where the Contractor fails to take appropriate action, the Principal can protect the work and recover the cost(s) of doing so.]

Yours sincerely

[Insert name]

**Administrator**

[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]