[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: Decision Regarding Request to Erect Contractor’s Advertising – Clause 27.8.2 of General Conditions of Contract**

Under Clause 27.8.2 Contractor's Advertising, of the *General Conditions of Contract*, I am advising you that approval **[delete as appropriate]** is / is not given to erect advertising in accordance with details provided in your request, dated [Insert Date].

**[Delete if advertising is accepted]**

Your request is refused because [Insert Reasons].

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]