[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 Erection of Project Signs – Clause 27.8.1**

Under Clause 27.8.1 of the *General Conditions of Contract*, you are to supply and erect the number of project signs stated in Item 26A of Annexure A to the *General Conditions of Contract*. The signs shall be of a size and/or type as stated in Item 26B of Annexure A to the *General Conditions of Contract*.

Such signs are required to be in place within 20 Business Days after the Date of Acceptance of Tender.

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]