[Insert date]

|  |  |
| --- | --- |
| To: | Principal |

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Substitution of Security for Retention Monies |

Under Clause 5.3 of the *General Conditions of Contract*, I am to provide Retention Security of (1) $[Insert] by way of an (2) Unconditional Bank Guarantee / Unconditional Insurance Bond for Security as substitution for Retention Monies.

(3) Please arrange for the immediate release of (1) $[Insert] from the Retention Monies held under Clause 42.3 of the *General Conditions of Contract*.

Yours sincerely

**Contractor**

**c/c: Administrator**

|  |
| --- |
| 1. Insert appropriate amount. 2. Delete as appropriate 3. Delete if no Retention Moneys have been deducted at the time of this notice. |