[Insert date]

|  |  |
| --- | --- |
| To: | Administrator |

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

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| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Request to Confirm (1) Oral Direction |

Under Clause 23 of the *General Conditions of Contract*, I request that you confirm the oral direction set out below. Until it is confirmed in writing, I am not obliged to comply with this direction.

|  |  |  |  |
| --- | --- | --- | --- |
| Details of Direction | | (2) | [Insert details] |
| Given to: | | (3) | [Insert name of person who the direction was given to] |
| By: | | (2) | [Insert name of person issuing direction] |
| On: | [Insert date], in the presence of | (2) | [Insert name(s) of witness] |

Yours sincerely

**Contractor**

|  |
| --- |
| 1. It is advisable to use the words in the Contract where possible. In this case use ‘oral’ rather than the more common ‘verbal’ which can have other meanings. 2. Complete as appropriate. 3. Identify the person to whom the direction was given. |