[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Notice of Commencement of Work |

I propose to commence work on the site on (1) [type here].

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Complete as appropriate. The Contractor shall give the Administrator five Business Days’ notice prior to commencement of work on site.   Note: The Contractor must start work on the site within 10 Business Days after the Principal gives possession of the site or so much thereof as enables the Contactor to commence work. |