[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Notice of Traffic Changes Required |

Under Clause 15.5 of the *General Conditions of Contract* and MRTS02, I give (1) [type here] days’ notice of changes in traffic movement. The Traffic Changes are as follows:

(2) [type here].

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert number of days’ notice. 2. Insert details of traffic changes, dates and durations. |