[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 Intention to Carry Out Maintenance Work – Clause 12.4 of the Clause Bank to the General Conditions of Contract**

Under Clause 12.4 of the Clause Bank to the *General Conditions of Contract*, I hereby notify you that, unless you start within xx Business Days (number of days to be decided by the Administrator) of the date of this letter, and continue to expeditiously carry out the maintenance works which are your obligations under the Contract, I will proceed with having the maintenance works carried out by others at your cost.

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]