



Our Ref:
Your Ref:

By Post and Email:

Dear _____,

EXTENSION OF TIME CLAIM UNDER CLAUSE ____ OF THE GENERAL CONDITIONS OF CONTRACT

I refer to your extension of time claim dated _____. In accordance with clause ____ of the General Conditions of Contract, the Principal grants extension/s of time:

The Contractual Completion Date (as previously extended) was _____.
This extension of _____ days makes _____ the Contractual Completion Date.

Yours Sincerely