



Our Ref:
Your Ref:

By Post and Email:

Dear _____,

**NOTICE OF VARIATION IN RELATION TO _____
UNDER CLAUSE ____ OF GENERAL CONDITIONS OF CONTRACT**

In accordance with the provisions of Clause ____ of the General Conditions of Contract, we propose the following variation, namely _____.

As soon as practicable or within five Business Days, advise:

- a) The anticipated effect the proposed variation will have on the construction program, and time for Practical Completion;
- b) your realistic estimate of the cost (including delay costs, if any) of the proposed variation, and
- c) provide supporting documentation to substantiate the estimated cost and time impacts including an updated program.

Should you have any queries, please do not hesitate to contact us.

Yours Sincerely,