



(Address of contractor)

(Phone number of contractor)

(Email address of Contractor)

(Website of contractor)

(Day, Date, Month, Year)

(Owner Representative - Company)

(Address of Company)

Attn: (Person to address)

Project Name

EXTENSION OF TIME – Claim (no)

Dear (Owner Representative)

Pursuant to the General Conditions of Contract, we wish to apply for an extension of time to the contract's Practical Completion date of (Project).

We hereby claim EOT #(No) in the amount of (#) scheduled working days, being the period from (Day, Date, Month, Year) to (Day, Date, Month, Year) as follows:

Inclement Weather: Onsite rainfall recorded a total of #mm on Date, Month, Year. Due to this rainfall and its effects on site conditions, works on the critical path were unable to commence.

The above delay directly affects items on the critical path of construction.

If you require any further information in relation to this notice please contact myself at your earliest convenience. We also hereby request this notice is addressed and responded to by 28 days of the issue date of this notice (or as per Contract).

Yours faithfully,

(Contractor Representative)

(Job Title)

(Contractor company)

Contractor Company name: BRN no :