Notice to Remedy

Department of <<Insert name of Department>>

**To**:

[Insert name of Supplier and address details] (the “**Supplier**”)

**From**:

[Insert name of Customer and address details] (the “**Customer**”)

**Date**:

[Insert date of Notice]

The Customer hereby gives Notice that the Supplier is in breach of the Contract between the Customer and the Supplier dated [insert date of Contract] for [insert description of Contract], the particulars of which breach or breaches are set out in the Schedule attached to this Notice.

This Notice to Remedy is issued to the Supplier in accordance with Clause 20 of General Contract Conditions.

This Notice to Remedy is issued to the Supplier in accordance with Clause 21 of Comprehensive Contract Conditions.

This Notice to Remedy is issued to the Supplier in accordance with Clause 21 of SOA Conditions.

The Supplier is required to remedy the breach or breaches specified in the attached Schedule within [insert number of] days.

Without prejudice to any other rights or remedies which the Customer may have, if the Supplier does not remedy the breach or breaches within the specified period, the Customer has the right under Clause 20 of the General Contract Conditions / Clause 21 of the Comprehensive Contract Conditions / Clause 21 of the SOA Conditions, to issue to the Supplier a Notice to Show Cause or a Notice to Terminate.

|  |  |  |
| --- | --- | --- |
| Execution by Customer **Signed, Sealed and Delivered**  **For and on behalf of**    **(insert name of Customer)**  **by**  **(insert name of Customer representative)**  **this** **day** **of** **20**  **In the presence of:**    **(insert name of witness)** | )  )  )  )  )  )  )  )  )  )  )  )  )  )  )  )  )  )  ) | **(signature of Customer representative)**    **(signature of witness)** |

### Details of Breaches

**The Supplier is in breach of the Contract referred to in the attached Notice in that:**

1. ………………………………………………………………………………;
2. ………………………………………………………………………………; and
3. ……………………………………………………………………………….