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|  | Our Ref:  Date: |
| For the attention of |  |

# Dear Sirs

**Re: Project Name**

**Notice of intention to suspend performance**

In accordance with Section 112 of the Housing Grants, Construction and Regeneration Act 1996, we herby give notice of our intention to suspend performance of our obligations on this contract on the 24th September 2001. This notice is in confirmation of the notice given to you in our letter dated

14th September 2001, receipt of which you have verbally acknowledged.

The grounds for our suspending performance are the failure on your part to make stage payment by the appropriate date (as required by Sections 109 and 110 of the Act) and your failure to issue a Notice of Intention to Withold Payment (as required by Section 111 of the Act).

For your records, you have failed to make payment in respect of the following invoices:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application  number | Date of application | Net amount of application | VAT | Gross amount of invoice |
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We regret having to suspend our work and hope that a satisfactory arrangement can be arrived at so that we can recommence activities on site.

Yours faithfully

K.Flint

Contracts Director