

Long International Notice Letter Template

[Your Letterhead]

Date: [Month Day, Year]

To: [KO/ACO Name], Contracting Officer [Agency, District] [Address]

CC: [COR/QAR], [Resident Engineer], [Project Manager]

Subject: Notice of [Change / Differing Site Condition / Suspension] under [FAR 52.243-4 / 52.236-2 / 52.242-14 / 52.249-10] Contract: [W912XX-24-C-0012], Project: [Project Name], CLIN(s): [###]

1. **Contractual Notice.** Pursuant to [FAR 52.236-2 / 52.243-4 / 52.242-14 / 52.249-10], [Contractor Name] provides prompt written notice that on [date, time] at [location/stationing], we encountered [concise description of condition or directive].

2. **Facts.**

- Discovered by: [crew/foreman] during [CPM activity ID and description].
- Conditions observed: [concise, measurable facts].
- References: Drawings [sheet], Specs [section], RFI [#].
- Evidence: [photos, test results, survey] attached.

3. **Impact.** The event affects performance as follows:

- **Safety/Access/Mean:** [brief]
- **Schedule:** After preliminary analysis, Activity [IDs] are impacted. Detailed schedule analysis is ongoing.
- **Cost:** Additional labor, equipment, and procurement may be required. If a time extension is required, additional indirect costs may be required. Quantification is ongoing.

4. **Requested Direction.** Please provide written direction to: [option A: proceed with ...], [option B: suspend ...], or [option C: alternate]. If a modification is anticipated, please issue an RFP so we can submit a proposal promptly.

5. **Mitigation.** We have taken the following immediate steps to protect life, property, and the work: [list]. We propose a joint site meeting on [date/time] to review the condition and agree on next steps.

6. **Reservation of Rights.** We reserve all rights to an equitable adjustment for time and costs arising from this event under the contract. We will submit preliminary time-and-cost information within [x] days, followed by updates as additional data becomes available.

7. **Attachments.** A-1 Photos (##), A-2 Daily reports, A-3 Test/inspection results, A-4 Marked drawings/specs, A-5 RFI/Submittal cross-references.

Please contact [PM name, phone, email] with any questions.

Sincerely,

[Name]

[Title]

[Contractor Name]

[Address | Phone | Email]