



KZN Public Works

Private Bag x

*Department:
Public Works*

PROVINCE OF KWAZULU-NATAL

Enquiries:

Tel: ()

Fax: ()

Email:

Ref:

Date :

(As Per Registered Mail and Facsimile)

Name and Postal Address of Guarantor

Sirs

**WIMS NO _____ : ZNT _____ W: CITY/TOWN/PLACE: NAME OF INSTITUTION:
DESCRIPTION OF SERVICE: NOTICE OF CONTRACT CANCELLATION/TERMINATION :
GUARANTEE REFERENCE NUMBER _____ (insert number)**

1. Your Guarantee (Reference Number : _____ (insert number)) for R_____ (insert amount) made out in respect of the above Contract on behalf of _____ (insert name of Contractor) has reference.
2. You are advised that on _____ (insert date), the Head : Public Works cancelled/terminated the above Contract with _____ (insert name of Contractor) as the Contractor failed to comply with the terms of Contract . The Contractor, _____ (insert name of Contractor) is in breach of Contract and this Department has suffered financial loss as a result of the cancellation/termination of the Agreement.
3. You are therefore called upon to submit to the above address a Bank Guaranteed Cheque for R_____ (insert amount) without delay as per the conditions of the submitted Guarantee.

Yours faithfully

HEAD : PUBLIC WORKS

Cc For information :

1. **Head**
Department of _____(insert details of client department)

(Fax_____)
2. _____(Principal Agent)

(Fax_____)
3. _____(Engineer)

(Fax_____)
4. _____(other Consultants)

(Fax_____)
5. **Project Manager:** _____
6. **Projects Programme Manager:** _____
7. **Manager : Budget and Accounting Services**
8. **Chief Professional:** _____