Contract Procedures Manual (SM021) Part A – Appendix XXVII

Notice of release of bond

**NZTA file reference:**

Date

The Manager

Surety name

Surety address

Attention:

Dear Sir/Madam

**Notice in respect to release of bond**

We hereby advise the <contractor name> has been released from the bond for the following contract:

Contract number: XXXXX

Contract name: XXXXX

Please action release of the bond. A copy of the final completion certificate for this contract is attached for your reference.

Yours sincerely

**Tenders Secretary**

for <appropriate> Manager

Enc. Copy of final completion certificate

cc. <<contractor>>

<<consultant>>