|  |  |
| --- | --- |
|  | (**INSERT** **NAME**)  (**INSERT ROLE**)  National Highways  (**INSERT** **ADDRESS LINE 1**)  (**INSERT** **ADDRESS LINE 2**)  (**INSERT** **ADDRESS LINE 3**)  (**INSERT** **POSTCODE)**    (**INSERT DATE)** |



Dear Sir/Madam

**NOTIFICATION OF CDM CLIENT**

This letter follows the meeting/discussion on (**INSERT DATE**) between National Highways and (**INSERT SU NAME**) confirming National Highways’ understanding regarding the Client duties detailed in Regulation 4 of CDM 2015. In accordance with Regulation 4(8) of CDM 2015 it has been proposed that:

1. National Highways will act and be treated as the sole Client under the CDM 2015 for the (**INSERT** **SU** **NAME**) diversionary works.
2. (**INSERT SU NAME**) must cooperate with National Highways and provide pre-construction information and any additional information in a comprehensible format as soon as practicable.

If (**INSERT SU NAME**) is agreeable to the above proposal I would be grateful to receive confirmation in writing by email (to **INSERT CONTACT EMAIL**), in accordance with Regulation 4(8)(a).

If you have any queries concerning the above, then please do not hesitate to contact me.

Yours Faithfully

(**INSERT** **SIGNATURE**)

(**INSERT NAME**)

(**INSERT ROLE**)

National Highways