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Letter of variation template

# When to use this template

**Use this template with the standard form Government contract for the purchase of goods and/or services.**

Use of this template is optional – remember to check your agency’s policies and procedures to see if your agency has a standard template available that you are required to use.

Notes:

1. The letter is to be executed by the Supplier, if agreed.
2. The Customer needs to fill out all yellow highlighted sections with details of the Customer’s requirements.
3. To assist Customers, the template includes examples of how to set out any variations.
4. The Customer is to finalise the document in the form of a letter on letterhead and delete all highlighting before giving the Supplier the letter.

**<<Print on Customer/Principal letterhead>>**

Dear <<Supplier contact name>>

**Variation to <<Contract title and reference number>>**

This letter seeks your acceptance of the variation of the Contract on the terms set out below.

# General information

| No. | Topic | Details |
| --- | --- | --- |
|  | **Customer/Principal** | Name: <<insert>> ABN or ACN: <<insert>> |
|  | **Supplier** | Name: <<insert>> ABN or ACN: <<insert>> |
|  | **Contract** | Contract title: <<insert>>Contract reference number: <<insert>> |

# Contract variations

In consideration of the parties’ mutual promises and for other good and valuable consideration, the parties agree to vary the Contract as follows:

<<set out the Contract variations>>

<<Here are some examples of how you might set out the variations:

<<Example 1 - “*Clause [no.] is deleted and replaced with the following*:

[insert new clause]” >>

<<Example 2 – “*Clause [no.] is amended as follows*:

[insert existing clause showing changes. Underline new text. ~~Strikethrough~~ deleted text]>>

<<Example 3 – “*Insert new clause [no.] as follows*:

[insert new clause]>>

<<Example 4 - Insert a table setting out the amendments>>

|  |  |  |
| --- | --- | --- |
| **Clause no./ref** | **Amended as follows:** | **Reason for amendment** |
| [insert] | [insert details of amendment] |  |

# Acknowledgment

If the Supplier agrees to the variations, please sign below and return it to <<name>> by email to <<email address>> in a scanned format.

If you need more information or would like to discuss this matter further, please contact <<name>> on <<phone number>> or at <<email address>>

Yours sincerely

<<Customer/Principal signature block>>

**Supplier’s Agreement**

<<Supplier name>> agrees to the variations detailed in this letter.

|  |  |  |  |
| --- | --- | --- | --- |
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|  |  |  |
| --- | --- | --- |
| Date ……………………………………..**EXECUTED** for and on behalf of: Name of **Supplier**by its authorised representative, in the presence of: Signature of witness Name of witness (block letters) Address | ))))))))))))))) |  Signature of authorised representativeBy executing this agreement the signatory warrants that the signatory is duly authorised to execute this letter of variation on behalf of the Supplier  Name of authorised representative (block letters) Position of authorised representative |

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***Letter of variation template***

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| --- | --- | --- |
| **Version** | **Date** | **Comments** |
| v1.1 | July 2019 | Published |
| v1.2 | June 2025 | Minor updates made – highlights:* DHPW corporate branding
* Version change log, document date, ‘Contact us’, ‘Disclaimer’ and ‘Administration’ sections updated
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**The State of Queensland (Department of Housing and Public Works) 2025**

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**Contact us**

We are committed to continuous improvement. If you have any suggestions about how we can improve this document, or if you have any questions, contact us at betterprocurement@epw.qld.gov.au.

**Disclaimer**

This document is intended as a guide only for the internal use and benefit of government agencies. It may not be relied on by any other party. It should be read in conjunction with the Queensland Procurement Policy, your agency’s procurement policies and procedures, and any other relevant documents.

The Department of Housing and Public Works disclaims all liability that may arise from the use of this document. This document should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this document, reasonable efforts have been made to use accurate and current information. It should be noted that information may have changed since the publication of this document. Where errors or inaccuracies are brought to attention a reasonable effort will be made to correct them.

**Administration**

Version 1.2 of this document replaces all previous versions of this document and takes effect immediately.