

**PRIVATE & CONFIDENTIAL**

Your Contact:  
Direct Line: 0  
E-Mail: @lampton360.co.uk  
Our ref:  
Date:

**Appointment Letter Principal Contractor  
(Name and Title of Designated Principal Contractor)**

Address

Dear (Title of Designated Principal Contractor)

Re:

<PROJECT NAME>

**CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015  
LETTER OF APPOINTMENT – PRINCIPAL CONTRACTOR**

As a Client Representative, acting on behalf of (**Lampton 360 Ltd**), in accordance with Regulation 5 of the Construction (Design and Management) Regulations 2015, I hereby appoint you to perform the role of Principal Contractor in relation to the aforementioned project with immediate effect.

Under this appointment you will be required to fulfil the requirements of the Principal Contractor described in the Construction (Design and Management) Regulations 2015. Your appointment will remain for the duration of the project or until otherwise notified of any change by ourselves.

We would be obliged if you would acknowledge your acceptance of this appointment in writing within 7 days of this letter and use the above reference number in your response. Please note that in doing so you will be confirming that you are suitably competent to carry out the role of Principal Contractor for the above project. Please return it to ourselves at your earliest convenience.

Should you have any queries or concerns with regards to the above, then please do not hesitate to contact us.

Yours sincerely

**Client Name Client Role/Job Title**