**VARIATION PROPOSAL**

**Contract/Variation Reference**:

**Proposed by**: Co-ordinating Commissioner on behalf of the NHS CB/Co-ordinating Commissioner on behalf of the Commissioners/Provider (delete as applicable)

**Date of Proposal**:

Capitalised words and phrases in this Variation Proposal have the meanings given to them in the Contract referred to above.

1. The Proposer proposes the Variation summarised below:

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[and reflected in the revised draft Particulars and/or Service Conditions bearing the contract reference and variation number set out above and/or the revised General Conditions updated [ ] and/or the attached draft [insert title and reference of document]. (*delete/complete as appropriate*)]

1. The Proposer requires the proposed Variation to take effect on [ ].
2. The Proposer requires the Recipient to respond to this Variation Proposal in writing within 10 Operational Days, setting out whether:

* it accepts the proposed Variation; and/or
* it has any concerns with the contents of this Variation Proposal,

and any other comments it may have in relation to the proposed Variation.

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| **SIGNED by** | ……………………………………………..  Signature |
| **[INSERT AUTHORISED**  **SIGNATORY’S NAME]**  **for and on behalf of [CO-ORDINATING COMMISSIONER/PROVIDER]** | ………………………………………………  Title |