**VARIATION PROPOSAL**

**Contract/Variation Reference**:

**Proposed by**: Co-ordinating Commissioner on behalf of NHS England/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:

|  |
| --- |
|  |

[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.

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