

*(Letterhead)*

**NOTICE TO PROCEED**

Date

Company

Attention:

Subject:

Dear:

You are hereby authorized to proceed on the above referenced contract beginning \_\_\_\_\_. This contract calls for all work to be completed in \_\_\_\_\_ calendar days. Therefore, the contract completion date is established as

Sincerely,

Project Manager  
Office of Facilities Development

Enclosure

CC: Raymond Walker, Acquisition  
(Insert Construction Manager Here)  
(Insert Team Coordinator Here)