

**APPENDIX 8  
Sample Letter 2**

**Notice to Proceed to Contractor**

**BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
270 Washington Street, S.W.  
Atlanta, Georgia 30334**

OFFICE OF THE VICE CHANCELLOR  
FOR FACILITIES

Date

(404) 656-2246  
FAX 657-7433

Contractor  
Address

Dear

This is your notice to proceed with Project No. BR-\_\_\_\_\_, Name of Project, Institution, in accordance with your construction contract dated \_\_\_\_\_. One copy of the executed contract is enclosed for your files.

The specified date referred to in Article B-05 of the proposal is five consecutive calendar days after the date of the present letter. The contract provides that physical work will commence on the site within ten days of the "specified date".

Sincerely,

\_\_\_\_\_  
Contracts Administrator

Enclosures

cc: President  
CBO (w/encl.)  
DPO  
A/E  
Program Manager  
Construction File