

(Date)

**CERTIFIED MAIL
(RECEIPT NUMBER)**

(Company Name)

(Contact Name)

(Address)

(City, State Zip)

Re: (Contract Title)
(Contract Number)
Notice to Proceed

Dear (Contact Name):

This letter shall serve as the official Notice to Proceed for the contract referenced above. The effective date of the Notice to Proceed is hereby established as (date). In accordance with the contract, work shall start at the project site within fourteen (14) days of the effective date of this Notice to Proceed.

Substantial Completion for this contract is (number) calendar days after the effective date of the Notice to Proceed and Final Completion is (number) calendar days after the effective date of the Notice to Proceed. Therefore, the Substantial Completion date is established as (date) and Final Completion must be achieved by (date). In the event the work is not completed by these dates, the liquidated damage clause may apply.

All work must be conducted in strict accordance with the contract specifications, terms and conditions.

We look forward to working together on this project. Your point of contact is (name) at (area code – phone number).

Sincerely,

(Project Manager), (title)
(Division)

cc: (user's internal distribution)
(Sr. Contract Administrator, Purchasing and Contracts Division
Orange County, Fl)