**NOTICE TO PROCEED**

[Date]

[Individual Name]

[Firm Name]

[Address]

[City, State, Zip]

[Project Name]

[Contract #]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

In accordance with the provisions of [Name and Number of Contract, e.g. Owner-Contractor Agreement #W000000] and the 2010 Uniform General Conditions, you are hereby notified to commence work for Change Order #XX on or before [Date].

Change Order #XX will [increase/decrease] the Contract Sum by $XX,XXX.XX and [will/will not] result in an increase in the Contract Time [of XX days].

Sincerely,

[Name]

[Title]

cc: Office of Contract Administration, OGC

Project File