**NOTICE TO PROCEED**

[Date]

[Individual Name]

[Firm Name]

[Address]

[City, State, Zip]

[Project Name]

[Contract #]

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

In accordance with the provisions of Furnishings and Equipment Contract [#W000000], you are hereby notified to commence work immediately upon receipt of this Notice. All services shall be performed per the terms and conditions of the Agreement and shall be completed within [XX] calendar days of this Notice.

Sincerely,

[Name]

[Title]

cc: Office of Contract Administration, OGC

Project File