**NOTICE TO PROCEED**

[Date]

[Individual Name]

[Firm Name]

 [Address]

[City, State, Zip]

[Project Name]

[Contract #]

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

In accordance with the provisions of Contract for Professional Services [#W000000], you are hereby notified to commence work on or before [Date]. All design 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