[Date]

Contractor’s Name & Address (A)

Ladies and Gentlemen:

 This letter is in reference to Contract No. (B)

# It is noted that your contract documents for the referenced contract have been executed. Your proposed work schedule has not been approved.

Please consider this letter as your official “Notice to Proceed”with work under the terms of the contract. Work may not begin until your work schedule is approved; however, time charges will begin no later than (C – Date) .

Should you have any questions, please call me at (302) office #.

 Sincerely,

 Name

 Group Engineer, Group \_\_\_\_ Construction

\_\_:\_\_

cc:

 , Chief Engineer

 , Area Engineer, FHWA

 , Assistant Director, Finance

, Assistant Director, Construction

, Assistant Director, Traffic

, Assistant Director of Performance Management

, Assistant Director, Bridge **(BRIDGE/SIGN STRUCTURES ONLY)**

, Assistant Director, North Project Development

, Assistant Director, Local Systems Improvement **(TE Project)**

, \_\_\_\_\_\_\_District Engineer

 , \_\_\_\_\_\_\_\_District Maintenance Engineer

, External Audit Supervisor

 , Contract Services Administrator

, Bridge Design Engineer **(BRIDGE/SIGN STRUCTURES ONLY)**

, Stormwater Engineer

, E&S Program Manager

, Assistant Stormwater Engineer

**,** Project Development**, (DISTRICT)**

, Materials & Research Engineer

, Utilities Engineer

, Utility Coordinator

, Community Information Officer

, Chief Estimator, Group \_\_\_\_ Construction

, Safety Program Engineer

, Safety Officer, Canal

, Projects Compliance Manager

, DBE Program Manager, Technology & Support Services **(FHWA Projects Only)**

, DBE Specialist, Technology & Support Services***(FHWA Projects Only)***

, DBE/EO Specialist, Technology & Support Services **(FHWA Projects Only)**

, CPMA

, Area Engineer, Group \_\_\_\_ Construction

, Project Supervisor, Group \_\_\_\_ Construction

Design Consultant

**(ALL UTILITIES, TOWNS, CITIES INVOLVED – IF APPLICABLE**