

[

Date

Click To Insert Address Block

Dear Mr./Ms./Mrs. Addressee Last Name:

SUBJECT: Notice to Proceed
Name of Project/Study

This letter will serve as your Notice to Proceed, effective Date.

Project Manager of this office has been assigned the management responsibility for this project. All questions and administrative matters should be directed to Mr./Ms./Mrs. PM Last Name at the above address or at (xxx) xxx-xxxx.

We look forward to working with you in the development of a valuable and meaningful Outcome of Project/Study.

Sincerely,

AUTHOR NAME

Author Title

Author Initials/