**PRE-CONSTRUCTION CONFERENCE NOTICE**

Company  
ATTN:   
Address  
City, State, Zip

Subject: ***[Insert contract number and project description]***

Date: ***[Insert date]***

Dear ***[Insert name***],

A pre-construction conference will be held on ***[Insert date and time]*** to discuss the referenced contract. A representative and/or representatives from your company must attend the conference.

The purpose of the conference is to ensure that all parties understand the technical requirements under the contract. A Notice to Proceed is scheduled for ***[Insert date]***.

If you have any questions regarding this project, please contact the Contracting Officer at

***[contracting.officer@faa.gov]*** or ***[Insert phone number]***.

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***