**NOTICE TO PROCEED (NTP)**

Name of Company

ATTN:

Street Address

City, State, ZIP

Subject: ***[Insert Contract or Order number and project description]***

Date: ***[Insert date]***

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

Reference is made to ***[Insert Contract or Order number]*** for ***[Insert name of contracting company],*** awarded on ***[Insert date].***

You are hereby given the Notice to Proceed for the on-site work effective on ***[Insert date].***

You have ***[Insert number of calendar days]*** calendar days to complete all of the on-site work, thereby establishing the completion date of not later than ***[Insert date].***

If you have any questions, 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]***

Number of Enclosures: 0

cc:

Acceptance of Notice to Proceed

Receipt of the above Notice to Proceed is hereby acknowledged by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this day of \_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_\_.

**By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**