January 10, 2024

|  |  |  |
| --- | --- | --- |
| Consultant’s Name  Consultant’s Address | | **Notice to Proceed** **Date:** |
| RE: | **Original Contract or Supplemental Agreement No. XX**  **Contract No.** **XXXXX**  State Project No.XXXXXX  F.A.P. No. XXXXX  Project Name  Route: XXXX  XXXXXX Parish | |

Dear Mr./Ms. XXXX:

Please consider this your Notice to Proceed (NTP) on the above captioned Contract. All work should be completed by \_\_\_\_\_\_\_\_\_\_\_.

The delivery schedule for all project deliverables will be established by the Project Manager.

If you have any questions or comments, please contact**XXXX at XXXXXX.**

Sincerely,

PROJECT MANAGER’S NAME

XX: xx

|  |  |
| --- | --- |
| c: | Paulette Territo, Consultant Contract Services Administrator  District Administrator [Name of DA]  Financial Services Section  FHWA (For Information Only) Not for State Only Funds |