January 10, 2024

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| CONSULTANT’S NAME  CONSULTANT’S ADDRESS | | **Executed Task Order**  **Notice to Proce****ed Date:** |
| RE: | **Task Order No. H.XXXXXX.X**  **Contract No.** **XXXXXXX**  IDIQ Contract for XXX Services  Statewide or Dist.XXXX | |

Dear Mr./Ms. XXXXX:

Please consider this your Notice to Proceed (NTP) on the above captioned Task Order. 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

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