

City and Borough of XXXX

PUBLIC WORKS

XXX Street • Community, ALASKA Zip code
PHONE (907) XXX-XXXX • FAX (907) XXX-XXXX

January 1, 2020

Construction Company Name
PO Box XXXX
Community, AK XXXXX

ATTN: Recipient

RE: NOTICE TO PROCEED

Project title goes here

Dear Mr. XXXXX:

This letter serves as your official Notice to Proceed with the referenced project for the project records. The project must be substantially completed no later than January 1, 2021 with an additional 30 days for final completion.

Sincerely,

Engineer's Name, P.E.
Engineer