

# Intent Notice to Proceed Form

Date: \_\_\_\_\_

**Recipient Information:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**Subject: Intent to Issue a Notice to Proceed**

Dear \_\_\_\_\_,

This letter serves as an official notice of our intent to proceed with the project titled: \_\_\_\_\_. The project will commence upon the completion of all prerequisites, as outlined below:

**Project Details:**

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

**Prerequisites to Commencement:**

- Contractual Agreements Signed
- Permits and Approvals Obtained
- Initial Payment Processed
- Other: \_\_\_\_\_

**Special Instructions or Conditions:**

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Once the outlined prerequisites are completed, a formal Notice to Proceed will be issued.

**Acknowledgment:**

I acknowledge the receipt of this Intent to Proceed Notice.

**Signature of Recipient:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sincerely,**

**Name:** \_\_\_\_\_

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

**Contact Information:** \_\_\_\_\_