Our File:

Contract Number:

{Title} {First\_Name} {Middle\_Name} {Last\_Name}

{Job\_Title}

{Organization}

{Address}

{City}, {Province} {Postal\_Code}

Dear {Title} {Last\_Name}:

# Suggested Wording for Letter Confirming the Commencement of Construction (Sample 10)

**RE: HIGHWAY** **, JUNCTION HIGHWAY** **TO** **OF** **DATE FOR COMMENCEMENT OF CONSTRUCTION**

By way of this letter and on behalf of Transportation and Economic Corridors (the Department), Consultant's Name is informing you that the tentative date for commencement of construction for the above noted highway project is date.

As discussed and agreed at the Pre-Construction Meeting on date (Meeting Minute attached), your window of construction for utility adjustment is from date to date. *[ADD IF APPLICABLE]*

The Department’s Contractor is:

Contractor’s Name: ATTN: Name:

Address: Phone:

Email:

According to the contract specifications between the Department and their Contractor, the Contractor is required to coordinate and schedule their field operations with your company.

If you have any questions please contact the undersigned at      .