Date

To

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear [Name],

It is a formal notice being sent in order to inform you that all the documents provided have been executed. The date for completion of work is [DATE]. The date on which the contract will be commenced is [DATE]; A date to proceed before the contract will be given soon.

Prior to contract commencement, a meeting will be conducted for defining the responsibilities of each person in order to ensure the smooth completion of work. Your special presence will be expected in the meeting to be conducted on [DATE].

Sincerely,

Your Name

Street Address City, ST ZIP Code | Phone | Email