Date

To

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear [Name],

This is the notice to inform you to start the work on the contract which is yet to be signed. The terms and conditions of the agreement have already been agreed upon. The contract will be based on those terms and condition. The contract will be signed on [DATE]. We are looking forward to you to start working on the project.

Sincerely,

Your Name

Street Address City, ST ZIP Code | Phone | Email