Date

{Name}

{Contractor Company Name}

{Address}

{City, ST Zip}

Dear :

# Preconstruction Meeting

{Project No., Project Name}

{Campus}

A preconstruction meeting will be held regarding the subject project:

 Date:

 Time:

 Place:

At that time you will receive further direction about the requisite contract paperwork and procedures for the conduct of the work and duties of all parties. Your major subcontractors or office personnel may attend the meeting if you so desire. Parking is available.

The Notice to Proceed, which starts the contract time of performance, will be issued once your contract has been fully executed.

Sincerely,

{Name}

Construction Administrator

Department

cc: {Project Architect}

 {Executive Facilities Officer}