# NOTICE TO PROCEED

Month Day, Year

 Contractor Name

Contractor Mailing Address

Re: Annual Operation and Hosting of Random Moment Sample Softward for Maryland DHR

Dear Contractor Contact:

This letter is your official Notice to Proceed as of Month Day, Year, for the above-referenced  Contract. Project Manager of the Department of Human Resources will serve as your contact person on this Contract. Project Manager can be reached at telephone # and email address.

Enclosed is an original, fully executed Agreement and purchase order.

Sincerely,

Enclosures (1)

cc: Project Manager, Department of Human Resources