

Date

Contractor's Name
Contractor's Street Address
City, State, & Zip

Re: Contract N62470- -C- , Contract Title

Gentlemen:

I am concerned about the lack of progress on this contract. *Insert specifics for particular situation.*

Due to this lack of progress, you are now behind the approved schedule for this contract. In accordance with FAR Clause , "Schedule for Construction Contracts", we direct you to take all necessary actions to improve your progress so that you are in compliance with the approved schedule and completion date. We also direct you to provide a plan demonstrating how you will complete this project by the contract completion date. This information is to be received by this office within ten days of receipt of this letter.

Be advised that if you fail to cure your current lack of progress on this contract, the Government may terminate your right to proceed with the contract in accordance with the default provisions of the contract. If any delays are from causes beyond your control, please notify the Contracting Officer in writing within ten days of the causes of such delays.

Sincerely,

(Resident) Officer in Charge of Construction

cc: Bonding Company

7/8/2003