**Sample Letter**

[Date]

[Consultant Firm Name]

[Address]

[City, State, Zip code]

Dear [Name of Person Authorized to Act on behalf of Consultant Firm]:

**Opportunity to Start Work Prior to Contract Execution**

The formal processing of your Personal Services Contract for [Type of Services] is not yet complete and as such has not been officially executed. However, due to the urgent nature of the situation and the deadlines imposed, we are offering you the opportunity to commence work based upon the draft non-executed contract that was negotiated. It is our understanding and best current knowledge that this contract will be formally executed in the near future.

If you agree to commence work, we must make you aware of the following:

1. 1. At this time, the City does not have a formal contract with you to do the work on the project.
2. 2. There is no guarantee that the City will execute the contract.
3. 3. You will be doing work at your own risk with the possibility that you will not be paid for the work should the contract fail to be executed.
4. 4. There is a possibility that you might not get reimbursed for work performed prior to contract execution.
5. 5. Should the contract be executed in different form from the current version, any payments would be based on the executed form.

If you can accept these conditions with the understanding we will do everything within our ability and means to see that the contract is formally executed and that you are paid for your work, please sign and date below a copy of this letter and return it to [Program Manager’s Name] by [deadline date].

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NAME]

[Title of Approving Authority]

Agreed to by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant Signature Title Date