Date

Dear Property Owner:

Transportation and Economic Corridors has retained the XYZ Company, an engineering firm, to determine (description of what company XYZ is doing).

Please plan to attend the scheduled open house/public information session as your participation in this process is important.

Location:

Date:

Time:

We have attempted to contact all landowners who may be affected by this project. Should you be aware of other individuals or groups, who may have an interest in this subject, please advise them of the open house/public information session, or contact us directly.

If you have any questions, or would like more information, please call my office at (area code) xxx-xxxx. (Please include a toll-free number if you have one.) We look forward to seeing you at the open house/public information session.

Sincerely,

John Smith

Consultant