Our File:

Contract Number:

{Title} {First\_Name} {Middle\_Name} {Last\_Name}

{Job\_Title}

{Organization}

{Address}

{City}, {Province} {Postal\_Code}

Dear {Title} {Last\_Name}:

Sample Wording for Consultant’s Notification Letter to Utility Company

* Introduce as TEC’s Consultant
* Notify scope of highway work
* Request/confirm utility data and contact information

**Subject: HIGHWAY      ,** **LOCATION**

**PROJECT DESCRIPTION**

We are working as engineering consultant on behalf of Transportation and Economic Corridors (the Department) for the above noted project. The project involves highway widening for       kilometres, commencing at the junction of Highway       to      . The existing right-of-way width is presently       metres and it is proposed to widen by an additional       metres on each side. We have identified number pipeline crossings by your company within the limits of this project, as highlighted on the enclosed plans. Your facilities may be impacted by the proposed construction.

Please confirm the location of all facilities owned by your company that are within the project limits and provide us with a copy of your as-built records.

We request that you forward the names of the contact persons from your company for utility exposures and design coordination.

The Department has tentatively scheduled a Month yyyy tender for this project. Construction is anticipated to commence in the season yyyy.

If you require any further information or have any questions or concerns, please contact this office directly.