Our File:

Contract Number:

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

{Job\_Title}

{Organization}

{Address}

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

Dear {Title} {Last\_Name}:

# Suggested wording for letter requesting options and cost estimates (Sample 2)

**RE: HIGHWAY** **OF JUNCTION HIGHWAY** **- JUNCTION HIGHWAY** **PIPELINE PLANS:**

The attached plans showing the affect our construction will have on your Company's pipelines. The impacted locations and suggestions are listed below:

|  |  |  |
| --- | --- | --- |
| Location | Anticipated Impacts | Proposed Actions |
|  |  |  |
|  |  |  |

Please indicate your acceptance of the proposed plan or provide alternative option(s). If you accept the proposed plan, please submit a *detailed* estimate and breakdown of all costs (labour, materials, equipment, administration, etc.) for the proposed plan to the Consultant’s office for approval.

Should you require any information please contact the Consultant’s Representative, Name ofFirm Name at 000-000-0000.