(AT) Region File No: **Hwy. XX : XX**

DD MONTH, YEAR

Attention: [Utility Contact Name]

Utility Company ltd.

Address

City, Alberta

X2X 2X2

Tel:

Fax:

|  |  |
| --- | --- |
| Re: | [Insert Project # and Title] |
|  | [Insert Hwy/Control Section/Offsets or BF00000] |
|  | [Insert Legal Land Description (start and end)] |

Dear [Utility Contact Name],

With reference to the Functional Planning Study, Letter dated [Select Date], please be advised that we have completed the study on behalf of Alberta Transportation. Your utility information was taken into consideration completing the study. Attached is a copy of the Functional Planning Report including the preferred plan for your reference.

Alberta Transportation will contact you when the project moves to the design phase. Please be advised the plan may need to be revised depending upon the timing of the construction, the development and growth conditions at the time. Please note that the completion of the functional planning study does not mean the project is approved to proceed for design and construction.

If you have any questions, do not hesitate to contact the undersigned.

Sincerely,

[Sender Name and Title]

Consultant

[Contact Information]

Attachment: Functional Planning Report – Preferred Plan

cc: Name, Infrastructure Engineer /Highway Planning Engineer