(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],

We have developed a Base Plan (attached) for the project. The base plan shows the identified utility alignments and locations in relation to the project.

Please review the plan and provide updated information if any discrepancies.

If you have any concerns or comments please contact the undersigned.

Sincerely,

[Sender Name and Title]

Consultant

[Contact Information]

Attachments: Topographic Survey, Utility Base Plan

CC: Name, Alberta Transportation Project Manager