(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 incorporated your information into the Preliminary Design.

We have created the preliminary Utility Conflict Matrix listing potential utility conflicts. A copy of the matrix is attached for your reference. We have identified potential conflicts with your infrastructure based on the information provided.

We will be scheduling a meeting to discuss the potential utility conflicts, utility adjustments schedule and constraints, and design options.

Please review the attached documents and provide feedback on the Preliminary Design options including high level cost estimates by [Insert Date].

We appreciate your attention to this matter and attendance at the meeting. Please contact the undersigned should you have questions or require further information.

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

Sincerely,

[Sender Name and Title]

Consultant

[Contact Information]

Attachments: Draft Preliminary Design Report, Utility Conflict Matrix

CC: Name, Alberta Transportation Project Manager