(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 no conflicts with your utility infrastructure based on the information provided. As a result, no further follow up or action is needed.

Please contact the undersigned should you have questions or concerns.

Sincerely,

[Sender Name and Title]

Consultant

[Contact Information]

Attachments: Draft Preliminary Design Report (AT Project), Utility Conflict Matrix

CC: Name, Alberta Transportation Project Manager