(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],

Please be advised that we have completed the Preliminary Design on behalf of Alberta Transportation for the [Insert Project Name and Description]. Your utility information was taken into consideration when preparing the preliminary design of this project.

The project is currently on schedule or delayed until [Select Date]. We will notify or contact you once the project moves to the Detailed Design Phase.

Additionally, we have updated and attached the Utility Conflict Matrix and the Utility Base Plan for your reference.

Please contact the undersigned should you have questions or concerns.

Sincerely,

[Sender Name and Title]

Consultant

[Contact Information]

Attachments: Utility Base Plan
Utility Conflict Matrix

 Preliminary Design Report (Plans relevant to utility)

CC: Name, Alberta Transportation Project Manager