(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 Alberta Transportation is proceeding to Detailed Design for the [Insert Project Name and Description]. We will advise you when we have completed 60% detailed design and will then schedule a meeting.

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

Sincerely,

[Sender Name and Title]

Consultant

[Contact Information]

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

CC: Name, Alberta Transportation Project Manager