(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 now completed 60% Detailed Design and we will be organizing a meeting to discuss next steps.

Please review the attached 60% detailed design documentation and prepare to offer your feedback at the meeting. Please advise if you require any further information to commence or complete your Utility Design.

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

Sincerely,

[Sender Name and Title]

Consultant

[Contact Information]

Attachments: 60% Design Plans  
Composite Utility Plan  
Utility Conflict Matrix

CC: Name, Alberta Transportation Project Manager