

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[VDOT Office/Department Name]
[VDOT Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Explanation for VDOT Matters

I am writing to provide clarification regarding [briefly describe the VDOT matter, e.g., a recent citation, permit application, project delay, etc.].

[In this paragraph, explain the situation in detail, including any relevant dates, events, and circumstances that led to the matter at hand. Be clear and concise.]

To address this matter, I have taken the following steps:

1. [List actions taken, e.g., contacted relevant parties, completed necessary paperwork, etc.]
2. [Continue listing any other relevant actions or communications.]

I appreciate your understanding and consider it important to rectify this situation promptly. [Optional: Mention any additional documents included with the letter, if applicable.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company/Organization, if applicable]