

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

Virginia Department of Transportation

[VDOT Office Address]  
[City, State, Zip Code]

Subject: Public Comment on [Project Name/Location]

Dear VDOT Officials,

I am writing to provide my public comment regarding the [specific project or issue] that is currently under consideration. As a resident of [Your Community/Neighborhood/Area], I am particularly interested in the potential impacts of this project on our community.

[Insert your comments here - include concerns, suggestions, or support regarding the project. Use specific examples and data if applicable.]

I appreciate the opportunity to express my views and look forward to the continued transparency and responsiveness of VDOT in this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Optional: Your Position/Title, if relevant]

[Optional: Organization Name, if applicable]