

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

[Recipient's Name]
[Recipient's Title/Position]
[VDOT Office/Department]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for VDOT Adjustment

I hope this letter finds you well. I am writing to formally request an adjustment regarding [briefly explain the reason for the adjustment].

[Provide detailed information about your request, including any relevant circumstances, dates, and specific adjustments you seek.]

I appreciate your attention to this matter and look forward to your timely response. Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]