

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

[Recipient's Name]
[Recipient's Title]
[Department Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding VDOT [Specific Topic or Request]

I hope this letter finds you well. I am writing to inquire about [specific topic or issue related to VDOT] and would appreciate any information or guidance you can provide.

[Briefly explain the reason for your inquiry and any relevant details or context.]

I understand the importance of [related VDOT responsibilities or services] and am eager to assist in any way possible.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

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