

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department of Transportation/VDOT]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Notification Letter Regarding [Purpose of Notification]  
I am writing to formally notify you about [briefly state the  
subject/reason for the notification].  
[Provide details regarding the notification, including any relevant  
dates, locations, or conditions.]  
We appreciate your attention to this matter and look forward to your  
prompt response.  
Thank you for your cooperation.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position (if applicable)]  
[Your Organization (if applicable)]