

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

[Recipient's Name]
[VDOT Office Name]
[VDOT Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my application for a VDOT permit for [specific project or purpose]. This project is located at [project address or location] and aims to [briefly describe the project goals or objectives]. Enclosed with this letter are the necessary documents, including [list any key documents like site plans, drawings, or additional forms]. We have ensured that all requirements outlined by VDOT have been met for this application.

I appreciate your time and attention to this matter, and I am looking forward to your prompt response. Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for considering this permit application.

Sincerely,

[Your Name]
[Your Title/Position if applicable]
[Your Company/Organization if applicable]