

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

[Recipient's Name]
[Recipient's Title]
[Department of Transportation or Relevant Organization]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Response to VDOT Survey

I hope this letter finds you well. I am writing to provide my responses to the recent Virginia Department of Transportation (VDOT) survey regarding [insert topic or project name].

1. ****Survey Question 1****: [Your response to question 1]
2. ****Survey Question 2****: [Your response to question 2]
3. ****Survey Question 3****: [Your response to question 3]

In addition to the specific questions, I would like to offer the following comments:

[Your additional comments or feedback]

Thank you for the opportunity to participate in this survey. I appreciate your efforts in gathering community input.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Your Organization (if applicable)]