

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to inquire about the [specific project name or description] that falls under the jurisdiction of the Virginia Department of Transportation (VDOT). As a [your role or interest, e.g., resident, business owner, community member] in the area, I am keen to understand more about the project's scope, timeline, and any public engagement opportunities that may be available.

[Briefly include any relevant details or questions regarding the project, e.g., concerns, desired information, involvement opportunities.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time and assistance.

Sincerely,

[Your Name]