

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

[Recipient Name]
[VDOT Department/Division]
[VDOT Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Brief Subject of the Letter]

I am writing to [briefly state the purpose of your letter].

[In the following paragraphs, provide more details regarding your request, concern, or information you wish to convey. Be concise and clear, ensuring that the main points are easily understood.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company/Organization, if applicable]