

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

[Recipient Name]
[Recipient Title]
[Department of Transportation]
[Address]
[City, State, Zip Code]

Subject: Notification of [Issue/Project/Concern]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to notify you regarding [specific issue/project/concern] related to [brief description].

[Provide detailed information about the issue or project, including dates, locations, and any relevant background information.]

We believe that addressing this matter is important for [explain why the issue is significant, e.g., public safety, community impact].

Please let me know if you require any additional information or if there are specific processes we should follow regarding this notification.

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

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]