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[Date]

[Name of Person]

[Title of Person]

[Name of Company]

[Mailing Address of Company]

[City, State Zip Code]

Re: Project No. [---]; [Highway]; [Project Name]; [----] County  
Key No. [----]

Dear [Name of Person]:

The Idaho Transportation Department is in the preliminary design stage of a proposed highway [Type] project on [Route] between mileposts [MP to MP] as shown by the attached vicinity map and preliminary plan. [Detail location and what work will be done]. This project is scheduled for construction for the summer of 2005.

According to our records, [Name of Company] has a [describe utility facilities] within the right-of-way of [Route] through the project limits. Please provide utility facility location information, including depth of buried facilities and height of above ground facilities, to me by [Date]. With your information I will prepare and send to you project plans that show the existing utility facilities and proposed locations for needed utility facility relocations or adjustments.

**[Include this paragraph for Federal-Aid projects]**

Company's preliminary engineering costs covering the preparation of plans and the estimates of cost covering utility facilities to be removed, adjusted, or relocated at project expense will be eligible for federal participation after the date of this letter. If utility facility removal, adjustment, or relocation is at Company expense, federal participation is not available and preliminary engineering costs will be at Company expense.

If you have any question or concerns please call me [NAME] at [Phone Number] or [NAME] at [Phone Number] to discuss the project. Thank you.

Sincerely,

[NAME]

[TITLE]

[author's initials:typiest's initials/document pathname]

Attachment: Vicinity Map

bcc: PDE-#  
PD-# (Name)  
RD (Util)