

Dear [Customer/Vendor/Employee]:

I've attached an update about I-84 construction in our area. Please note that [insert information that affects your customers/vendors/employees – for example, “the xxx interchange will be closed overnight Tuesday.”]

We will be open during normal business hours throughout construction. [If the attachment includes a detour map or alternate route to your business, mention it here]

We encourage you to sign up for construction updates by texting 84CORRIDOR to 1-866-ITD-84CC. Information is also available at itdprojects.org/84corridor.

Thank you for your ongoing support.

Sincerely,

[Your name and company]