[Letter Date]

[Mr./Ms.] [Recipient Name], [Job Title/Position]

[Utility Company]

[Street Address]

[City], [State] [Zip]

[recipientEmail]

Subject: Utility Relocation Request Package

 FHWA Project [Number], [Name]

Dear [Mr./Ms.] [Recipient Name]:

The Federal Highway Administration’s Western Federal Lands Highway Division (WFLHD), in cooperation with [Partner Agencies (LPA, State and FLMA)], plans to reconstruct a portion of the [Road/Route]. The project begins at [MP, road jct., etc.] and continues [direction] to [MP, road jct., etc.]. The scope of the project is [major project elements]. The Notice to Proceed to the Highway Contractor will be issued on or about [Date, year], with actual construction to begin on or about [Date, year]. The WFLHD Project Engineer is [Name], and will be on site during construction.

I request that [Utility Company] develop a relocation plan and submit it no later than [Date, year]. The relocation plan should include items such as: a narrative of relocation methods (temporary and/or permanent, for example), how and where relocations are needed (stationing references, marked up utility plans, etc.), equipment and materials, time estimate of the relocation, when work can be completed, etc. The utility relocation package contains the following documents:

* Construction Plans Set
* Cross Sections Sheets Set
* Right-of-Way Plans Set
* Utility Plans Set
* [utility relocation/reimbursement citation(s) link or hard copy]

If it is necessary to stake right-of-way limits in order to relocate your facilities, please use the enclosed information.

[County] is currently acquiring the rights-of-way shown on the enclosed right-of-way plan sheets. If you wish to stay updated on the status of these acquisitions, you may contact [County Agent] at [Phone #], or [email].

Should you have questions about this request or the enclosed information, please contact me at [WFL Agent Phone] or email at [WFL Agent Email]. I look forward to working closely with you on ensuring a timely, cost-effective relocation effort and success of the project.

Sincerely yours,

[Signature]

[WFHD Realty Specialist Name],

WFLHD Realty Specialist

Ecc: [County Agent]

 [WFLHD Project Manager]

 [WFLHD Highway Designer]

 [other]