[Insert Date]

Subject: [Insert Study Name]

[Insert Location and Description]

[Insert Project Number]

Dear Designated Addressee:

The [Insert City or County] in coordination with the Federal Highway Administration and the Iowa Department of Transportation, have completed the [Insert Study Name/Description] for the improvement of [Insert Study Location]

This letter transmits one or more copies of the [Insert Document Type]. The [Insert City or County] is soliciting comments on the document during the comment period which ends [Insert Comment Period End Date]. Please postmark your comments by that date and send them to:

[Insert City/County Contact Persons Name and Address]

Please feel free to call me at [Insert Phone Number] if you have any questions or concerns about this project.

Sincerely,

[Insert Title of Person Sending Letter]

[Insert City/County]

Enclosure: [Insert NEPA Document Type]

cc: [Insert NEPA Document Manager], Iowa DOT Location and Environment Bureau

[Insert Local System Engineer], Iowa DOT [Insert District Office]

[Insert FHWA Engineer], Federal Highway Administration