[Insert Date]

Subject: [Insert Study Name]

[Insert Location and Description]

[Insert Project Number][Insert PIN Number]

Dear Designated Addressee:

The Iowa Department of Transportation (Iowa DOT) in coordination with the Federal Highway Administration, 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 Iowa DOT 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 Name]

Director, Location and Environment Bureau

Iowa Department of Transportation

800 Lincoln Way

Ames, IA 50010

Telephone: [Insert Phone Number]

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

Sincerely,

[Insert Name], NEPA Project Manager

Iowa Department of Transportation

Enclosure: [Insert NEPA Document Type]

cc: [Insert Name of Director], Location and Environment Bureau

Brad Hofer, Location and Environment Bureau

[Insert Location Engineer], Iowa DOT Location and Environment Bureau