(DATE)

(NAME)

(ADDRESS)

(ADDRESS)

RE: (PROJECT NAME)

 (PROJECT LOCATION)

 (WisDOT Project ID)

Dear (NAME):

The Wisconsin Department of Transportation (WisDOT) has proposed improvements to (INSERT ROUTE AND LOCATION INFORMATION). The purpose of this project is to (INSERT SUMMARY OF PURPOSE STATEMENT). Attached for your information are (INSERT DESCRIPTION OF ATTACHMENTS AND ATTACH THE PURPOSE AND NEED STATEMENT, MAPS, GENERAL SCHEDULE, ETC) that you may find useful in your consideration of this project.

Because your property may be acquired in order to construct the project, you are being contacted to provide information so that WisDOT can understand how this may affect you or persons who may rely upon you. This survey is designed to gather information on the demographics of those that may be directly impacted by the project. No decisions have yet been made and ultimately your property may not be affected by the transportation project. Answering these questions is voluntary, however your opinion is important to us.

Thank you for your time and patience in answering these questions. This information will help us to develop a project that will best serve the community and the region. If you would like to receive or provide additional information regarding this matter, please contact:

(Insert contact name of WisDOT Project Manager)

(Insert contact address)

(Insert project phone number)

(Insert contact email address)

We respectfully request your response be submitted no later than two weeks from the receipt of this request (INSERT RESPONSE DATE). Please use the enclosed stamped envelope to return the completed questionnaire at no expense to you.

Thanks again, and we look forward to hearing from you.

 Sincerely,

 (NAME)

WisDOT Project Manager

 Wisconsin Department of Transportation