(MONTH DATE, YEAR)

Project ID: (xxxx-xx-xx)

(HIGHWAY/PROJECT NAME)

(COUNTY NAME) County

Please join us for a public involvement meeting to discuss (HIGHWAY/PROJECT NAME) between (TERMINI) and (TERMINI), located in (COUNTY/CITY/TOWN).

The meeting is scheduled for (DAY, MONTH DATE), from (START TIME) to (END TIME), at (MEETING LOCATION ADDRESS). A brief presentation is scheduled to begin at (START TIME). The remainder of the meeting will follow an open house format.

(PAPRAGRAPH PROJECT INFORMATION – depending on the stage of the project, include project purpose and need/safety issues/proposed improvements/proposed alternatives/etc.)

The objective of this meeting is to (MEETING PURPOSE – update, gather input, etc.)

We look forward to meeting with you. If you are deaf or hard of hearing and require an interpreter, you may request one by contacting me at least three working days prior to the meeting.

If you have any questions, or if you cannot attend the meeting, but would like to find out more about the project, please contact me at (CONTACT PHONE(xxx) xxx-xxxx) or (CONTACT EMAIL ADDRESS).

Sincerely,

(PROJECT MANAGER NAME)

WisDOT Project Manager