

COMPANY LETTERHEAD

Date: xxxxxxxxxx

Subject: xxxxxxxxxx

Dear Sir/Ma'am:

**(Name of developer)** is currently developing the **(Project name)**, which has been approved by the City of Raleigh and is located at **(Address or location identifier)**. The company and its contractors are working diligently to complete the project in a timely, efficient, and clean manner. Development of this site, and specifically the **(Paving, Water/Sewer/reuse installations)** along **(name of street(s) that require(s) infrastructure improvements)** may cause some traffic disruptions.

The above referenced work is scheduled to be installed and completed by **(proposed date of completion)**. In order to maintain a safe working environment for contractors and drivers, traffic along **(affected street(s))** may be reduced while this work is being completed.

We sincerely apologize for any inconveniences that these potential temporary traffic impacts may have on you, and we sincerely appreciate your patience and understanding.

Questions or comments may be directed to the undersigned at **(phone number)**.

Sincerely,

**(Name and title of responsible party)**