

Sample Cover Letter for Digital Submissions

Linked to Sample Overview Map #1

Today's date

Mr./Ms.:

Railroad Commission of Texas
Pipeline Safety Division
Permitting & Mapping Section
P.O. Box 12967
Austin, TX 78711-2967

Dear Mr./Ms.:

Re: T4 Permit Number #55555

Attached please find a T-4 permit application, Form T-4 B, Form PS8000A and Overview Map. Please note the following:

- PT- Partial Transfer to BBC Pipeline Company permit #00999, East Texas system in several counties (See Map Attached) 1,500 miles of pipeline.
- BP- Abandon in place 13.05 miles of pipeline in the following counties:
 - Bee: Line No. K100, 2", 1.50 miles
 - Hidalgo: Line No. C103, 2", 53 miles and Line No. C102, 4", 6.00 miles
 - Galveston: Line No. J223, 8", 5.00 miles
- NC-No Change.

Add Counties: None

Remove Counties: Jim Wells and Goliad

Miles of Pipeline: Existing 4,800.23

PT - 1,500.00
BP - 13.03

Total Miles Permit #55555 3,287.20

Please contact me at 654-001-0000 if you have questions or require additional information.

Sincerely,

John Doe
Operations Specialist

Attachments

List File Names of Geography data submitted via FTP and Date sent:

Example: Files sent on September 25, 2001: t55555.shp, t55555.shx, t55555.dbf (ArcView Shape files)
t55555.E00 (if sent Arc/Info export file)
ta55555.dbf (if sent separate attribute file)
tm999999.mdb (if sent metadata file)

Notes: For list of T-4 Amendment Codes, see [T-4_AMD Field](#) under [Digital Submissions](#).

Please list the diameter and miles for every pipeline change in your letter and/or on the map(s).

Please attach this cover letter to the email that notifies us regarding your FTP submission.