

# Sample Cover Letter for Digital Submissions

*Linked to Sample Overview Map #2*

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 from CBA Pipeline Company permit #00699, Longview Gathering system in Nueces and Kleberg County, 5 miles of pipeline.
- BP- Abandon in place Line No. L43, 2", 1.5 miles in Kleberg County.
- PA- Pipeline Addition in Nueces and Kleberg County, the Riverside Gathering System, 10 miles of pipeline. (*New Construction Report if needed*)
- AM- Acquired and Merge. Acquired Permit No. 00996 from BCA Pipeline Company and merging into this permit. Line No. B24, 8", 4.5 miles. (T-4 B)
- NC-No Change.

Add Counties: None

Remove Counties: None

Miles of Pipeline:	Existing	225.00
	PT	+ 5.00
	PA	+ 10.00
	AM	+ 4.50
		<hr/>
		244.50
	BP	- 1.50
		<hr/>
Total Miles Permit #55555		243.00

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.