



**U.S. Department of Transportation
Federal Highway Administration**

FHWA [project name] PROJECT OFFICE
[CM's name], Construction Manager
street address
city, state zip code
phone number FAX: _____

Date

Name, Title
Company
Address
City, State, Zip

RE: Project Number
Project Name
Contract Number

Dear Mr./Ms. _____:

Text

Sincerely,

Name
Project Engineer

cc: Central Files (thru COE)
Project Files

MOVING THE
AMERICAN
ECONOMY 