[DATE]

Memorandum to: [Transportation Planning Branch Manager]

 [GIS Director] (w/ enclosure)

 [Program Development Branch Manager] (w/ enclosure)

 [Municipality/County/MPO] (w/ enclosure)

From: [Project Manager Name]

Subject: [County/Municipality/MPO Name] Functional Classification System Revisions

 The [County/Municipality/MPO Name] Functional Classification System has been revised. This update was proposed due to the [year] Decennial Census in which the U.S. Bureau of the Census designates new urban boundaries requiring an update to the highway Functional Classification System.

 The official FHWA approval copy has been received and archived.

Cc: [Systems Planning Group Supervisor]