[Date]

[Project Manager Name]

North Carolina Department of Transportation
Transportation Planning Branch

1554 Mail Service Center

Raleigh, NC 27699

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

Dear [Project Manager],

 The [County/Municipality/MPO Name] has conducted a review of the Functional Classification System revision dated [Date], within our area. The review has been coordinated with the North Carolina Department of Transportation. We are in agreement with the proposed changes.

 Sincerely,

 [Mayor Name][TAC Chairman]