<<Date>>

<<Name>>

<<Title>>

<<Organization Name>>

<<Street Address>>

<<City, State Zip>>

<<Salutation>>

Enclosed please find an <<Insert Document Type>> document for TIP <<Insert TIP No.>>, <<Insert one-line project description>>. The document should be displayed in an area for public review. Your help in displaying the document is greatly appreciated. If you have any questions, please feel free to give me a call at 919-707-6060 or Jamille Robbins at 919-707-6085. Thank you.

Sincerely,

Charlene Phillips

Contract Administrator

Enclosure