[insert date]

To Whom It May Concern:

 The Department of Transportation is in the early stages of planning for a transportation improvement project in your area, titled [insert project title].

 We are working on this project as [insert project origins here, such as it was identified as needing safety, congestion, or multi-modal improvements, or as identified as an MPO priority for certain reasons. Insert planning study link if available here.] The purpose of this project is to [insert goals of the project such as improving safety, congestion, multi-modal, etc.]

 Once the initial field work has been completed, our design engineers will begin to prepare the concept(s) for potential improvements. Once the concept plans have been developed, we will be reaching out to you and other members of the public to solicit comments on the concept(s). We anticipate this outreach will occur [insert approximate timeframe for initial public workshop.]

 The purpose of this letter is twofold. First, we want to make you aware of our efforts as you may see some activity in your area by DelDOT personnel and/or consultants working for DelDOT. As an example, you may see survey crews conducting field surveys, individuals conducting traffic counts, crews performing borings for soil or pavement information, individuals locating underground utilities, etc. Second, we would like to hear any initial thoughts you may have about this project or the transportation system in your area. A few questions we have for you are as follows:

* What do you feel are the biggest transportation needs at this location or in your area?
* Do you feel multi-modal improvements, such as sidewalks and bike paths, should be included as part of this project? Why or why not?
* Are there any other considerations or concerns our team should be aware of regarding this project?

 You can keep up with the latest information on this project by visiting the project web site at [insert web site].

 If you have any thoughts or questions regarding this project, including providing responses to the questions on the previous page, feel free to send me an email at [insert PM email] or contact me by phone at [insert PM phone number.]

Sincerely,

 Name
 [insert Project Manager]

[insert WRITER INITIALS IN ALL CAPS]

cc: C.R. McLeod, Director, Community Relations

 Aimee String, Chief of Legislative Relations

 Meaghan Barna, Constituent Relations Specialist

 Maureen Kelley, Deputy Director, Design

 Mark Luszcz, Deputy Director, Operations & Support

 Monroe Hite, Chief of Right-of-Way

 John Caruano, Chief of Environmental & Administrative Support

 Chief or Assistant Director

 Program Manager II