**Please complete all items in red!**

**M E M O R A N D U M**

**TO:** Monroe Hite, III, Chief Right-of-Way

**FROM:** Michael Gettings, Bridge Design Engineer

**DATE: Month Day, Year**

**SUBJECT:** *Contract No.*

*FAP Project No.*

*P6 Project ID:*

*Contract Name:*

A **Right-of-Way Plan Revision** *(Revision #)* **for** the above referenced projecthas been approved. Final Right-of-Way Plans were approved on *(date)*.

The following change(s) from the approved plans have been made:

|  |  |  |
| --- | --- | --- |
| **Sheet** | **Parcel No.** | **Reason for Change** |
|  |  |  |
|  |  |  |

Files associated with this project are available in the following shared folder:

 *Link to Files*

Project files stored in this location include:

* Signed Right-of-Way Plans
* Affected Construction Plans

PS&E is scheduled for *(date)*. Should you have any questions, please contact *(Name)* at 760*-(extension).* Thank you for your assistance.

Initials Sender (uppercase):Initials Preparer (lowercase)

Attachment (if any)

cc: PLEASE REFER TO THE PLAN DISTRIBUTION MASTER LIST

Jason Hasting, Chief of Bridges and Structures

Shehnaz Chaudhri

*(Manager Team Support, ROW Engineering)*

Ida Parrett

*(Supervising Engineer)*

*(Project Engineer)*

File