[Date]

NAME

Sussex District Engineer

Dept. of Transportation

ADDRESS

ADDRESS

OR

NAME

Canal District Engineer

Department of Transportation

250 Bear-Christiana Road

Bear, DE 19701

OR

NAME

North District Engineer

Department of Transportation

39 E. Regal Boulevard

Newark, DE 19713

Dear (Contractor)

 This letter is in reference to Contract No. (B)

The first chargeable day of work on the referenced contract was (C)

Work consisted of (D)

 Sincerely,

 NAME

 Group \_\_\_\_ Construction Engineer

\_\_\_:\_\_

cc:

 , Financial and Legislative Policy Advisor, Office of the Secretary

 , Area Engineer, FHWA

 , Chief Engineer

, Assistant Director, Project Development, North

 , Assistant Director of Performance Management

, Assistant Director, Finance

, Assistant Director, Construction

, Assistant Director, Traffic

 , Assistant Director, Bridges (BRIDGES ONLY)

, Assistant Director, Local Systems Improvement

, Bridge Design Engineer (BRIDGE/SIGN STRUCTURES ONLY)

, Stormwater Engineer, Team Support

, Assistant Stormwater Engineer

, E&S Program Manager

, \_\_\_\_\_\_\_ District Maintenance Engineer

, \_\_\_\_\_\_\_ District Maintenance Engineer

, Materials and Research Engineer

, Utilities Engineer

, Performance Management Engineer

, External Audit Supervisor

, CPMA Scheduler

 , Area Engineer, Group \_\_\_\_ Construction

, Contract Services Administrator (STIMULUS PROJECTS ONLY)

, Chief Safety Officer, Traffic

, Safety Officer, \_\_\_\_\_\_ District

, Constructability Review Engineer

, Operations Support Manager, Real Estate (DEMOS ONLY)

, Estimator, Groups \_\_\_\_ Construction (NON DEMOLITIONS ONLY)

, Constructability Review Technician, Quality

, Real Estate Representative

, Project Supervisor, Group \_\_\_\_ Construction