[ON CTDOT LETTERHEAD]

July 2016

To whom it concerns:

In an effort to implement the best strategies to minimize traffic delays that may be caused by future construction on I-84 in downtown Hartford, the Connecticut Department of Transportation (CTDOT) has contracted Resource Systems Group, Inc. (RSG) to conduct a travel survey for drivers at various locations in the area. The information collected from this survey will be used to better understand traveler preferences and to inform future transportation planning decisions in the region and what ever.

Any assistance that you can provide to the staff of RSG during this study will be greatly appreciated. Should you have any questions or need additional information, please contact [NAME, PHONE AND EMAIL of contact, ideally same as signatory].

Many thanks for your participation in and cooperation with this important study.

Sincerely,

[SIGNATURE]

[NAME, TITLE, DEPT, etc.]