RE:  **UTILITY conference notice**

|  |  |  |  |
| --- | --- | --- | --- |
| PIN: |  | State Project No.: |  |
| County: |  | Contract No.: |  |
| Federal Project No.: |  | Reference No.: |  |
| Description: |  | | |

To Whom it May Concern:

A utility conference will be held , at **,** at the  in , Tennessee for the contract referenced above. The discussion will include details pertinent to project construction. Written notification is requested if a representative of your company is not able to attend.

If additional information is needed, please contact this office. If I may be of assistance or additional information is needed, please contact me at      . Persons having a disability that require access to participate at the meeting may contact the Local Government at      , TTY      , no less than (seven) days prior to the meeting.

Sincerely,

|  |  |  |  |
| --- | --- | --- | --- |
| cc: | Regional ADA Coordinator |  |  |
|  | Regional Construction |  |  |
|  | Regional Utility Manager |  |  |
|  | Local Program Development Office |  |  |
|  | contract file |  |  |
|  |  |  |  |
|  |  |  |  |