RE:  **UTILITY conference notice**

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| 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,

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