(MONTH DATE, YEAR)

Project ID: (xxxx-xx-xx)

(HIGHWAY/PROJECT NAME)

(COUNTY NAME) County

Please join us for a local officials meeting to discuss proposed improvements to (HIGHWAY/PROJECT NAME) between (TERMINI) and (TERMINI) in (COUNTY/CITY/TOWN).

The meeting is scheduled for (DAY OF WEEK, MONTH DATE, YEAR), from (START TIME) to (END TIME), (MEETING LOCATION ADDRESS).

(PARAGRAPH Outline why the project is needed. What are the identified needs? What kind of input are we looking for?)

The objective of the meeting is to (MEETING PURPOSE – update/gather input about proposed improvements, traffic management, etc.)

An improvement project is scheduled to begin (DATE).

We look forward to working with you on this important transportation investment. If you have any questions, or if you cannot attend the meeting, but would like to find out more about the project alternatives, please contact me at (CONTACT PHONE(xxx) xxx-xxxx) or (CONTACT EMAIL ADDRESS).

Sincerely,

(PROJECT MANAGER NAME)

WisDOT Project Manager