

Organization Letterhead

Mr. John Q. Testingenineer, District Materials Engineer
District-town District Office
Post Office Box 999
District-town, MS 99999

RE: Main Street Widening
STP-9999-99(009) / 1038888
City of Any City, Any County

Dear Mr. Testingenineer:

This is to advise that the design phase of the subject project is nearing completion and we will soon be submitting the PS&E Assembly to the MDOT for authority to advertise.

We would like for your agency to perform all testing necessary to ensure that materials used in construction of the attached list of pay items comply with applicable MDOT specification requirements.

Therefore, on behalf of the City of Any City, please accept this letter as our formal request for your assistance in performing the required testing. We understand that all MDOT costs associated with the testing will be charged to the project and that the City of Any City will be responsible for any matching funds..

We will utilize a private testing lab, certified by the MDOT, to cover all pay items not shown on the attached list.

If you need additional information please feel free to contact me.

Sincerely,

CONSULTING ENGINEERING, INC.

T. Consulting Engineer, P.E.
President

Attachments

Pc: Mayor, City of Any City
Assistant District Construction Engineer