Date of Letter

Mr./Mrs. VDOT Contractor

Company name

Company Address

City, State Zip

Project: (FO/NFO)XXXX-XXX-XXX,XXX

Federal project Number

Dear XXXXXXX:

As you are aware, the present regional signal contract is scheduled to end \_\_\_\_(Date)\_\_\_\_\_\_\_\_\_. VDOT has determined that we do not wish to renew the remaining terms of this contract.

If you have any questions concerning this, please contact me at (XXX)XXX-XXX or, by email, at [VDOT Employee’s.name@VDOT.Virginia.gov](mailto:Robert.Yates@VDOT.Virginia.gov).

Sincerely,

VDOT Employee’s Name

Title

Office