**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**DEPARTMENT OF TRANSPORTATION**

**55 M ST SE, 4TH FLOOR**

**WASHINGTON DC 20003**



**To:** Rezene Medhani, PE

Chief, IPMD QA/QC Branch

55 M Street, S.E, Suite 400

Washington, DC 20003

**Date:** Click here to enter a date.

**Re**: Enter Project Name

Enter Project Loaction

DCKA-YYYY-C- NNNN

F.A.P No: LL-NNNN (NNN)

**Enter DDOT Project Engineer Name** for

**From:** Enter DDOT Program Manager Name , PE

DDOT/IPMA-Program Manager, Ward X & X

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|  | We are submitting |  | Herewith |  | Under separate cover |
|  | We are forwarding |  | We are returning |  | We request |

**Submittal No. NN**

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|  | In accordance with your request |  | For your use |
|  | For your review |  | Please call when ready |
|  | For processing |  | Please forward your comments to this office  **by:** |
|  | Plans reviewed and accepted |  | Approval requested |
|  | Reviewed and accepted as noted |  | Conference requested at your convenience |

For further information, please contact Mr./Ms. Enter DDOT Engineer’s Name at (NNN) NNN-NNNN.

**Remarks:**