800 Lincoln Way, Ames Iowa 50010 [Insert Director’s Phone Number]

FAX# [Insert Fax Number]

[Insert Date]

[Insert Agency Contact]

[Insert Agency Name]

[Insert Address]

[Insert City, State, Zip]

Re: [Insert Project Name] - Environmental Impact Statement

[Insert Project Number][Insert PIN Number]

Dear [Insert Agency Contact],

The Iowa Department of Transportation (Iowa DOT) is requesting your participation in a scoping meeting for the study involving [Insert Project Description]. The study includes [Insert Additional Project Description]. The scoping meeting date, time, and location is scheduled for:

[Insert Day], [Insert Date]

[Insert Time]

[Insert Location Address]

Video-conferencing opportunities are available for this meeting. If you would like to make video-conferencing arrangements, please contact [Insert contact person’s name] by [Insert Date].

An Environmental Impact Statement (EIS) is being prepared for this study. The primary purpose of the scoping meeting will be to review information assembled to date and to discuss issues that the study may present if implemented. Attached with this letter please find information on the study, potential impacts, development procedures, and a map of the study area.

Please confirm with [Insert NEPA Manager’s Name] of the Iowa DOT, Location and Environment Bureau at [Insert Phone Number] or [Insert Email Address] your agencies participation in this scoping meeting. If you have any questions or require additional information please call me at [Insert Director’s Phone Number].

Sincerely,

[Insert Director’s Name], Director

Location and Environment Bureau

Enclosures

cc: [Insert NEPA Manager], Iowa DOT, LEB

[Insert District Engineer] – Iowa DOT, District [#] Office

[Insert Planner] - Iowa DOT, District [#] Office

Mike LaPietra – FHWA, Iowa Division

[Insert Consultant]