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| --- | --- | --- |
| **WisDOT (**then Div or Org acronym or name**)**  Sender’s Unit/Organization Level Name  Street Address or PO Box  Street Address or PO Box  City WI Zip assigned to Street or PO Box | **Governor Tony Evers**  **Secretary Kristina Boardman**  wisconsindot.gov  Telephone: enter (Area Code) Number  FAX: enter (Area Code) Number  Email: enter Email Address |  |

Date: Date Letter Sent

**VIA EMAIL AND CERTIFIED MAIL/**

**RETURN RECEIPT REQUESTED**

Attn: Utility Company Legal Name

Utility Company Contact Name (Trans. 220 contact)

Address line 1

Address line 2

Address line 3

Subject: Project ID, Project Description, Project Location

Utility Relocation Delay Damages Claim – Non-Assessment Letter

Dear Utility Company Contact Name,

**[ADD THE FOLLOWING LANGUAGE IF THE OWNER HAS NOT PROVIDED ADDITIONAL INFORMATION:**

On [date of Notice of Receipt of Claim], the Wisconsin Department of Transportation (DEPARTMENT) notified <Utility Company Legal Name> D/B/A Utility Company Name (OWNER) that Contractor Name (CONTRACTOR) filed a utility relocation delay damages claim with the DEPARTMENT pursuant to Wis. Stat. Sec. 84.063(4m)(a). After considering all the information provided by the CONTRACTOR the DEPARTMENT will not seek compensation from the OWNER and considers this matter resolved.

**[ADD THE FOLLOWING LANGUAGE IF THE OWNER HAS PROVIDED ADDITIONAL INFORMATION:**

On [date of Notice of Receipt of Claim] the Wisconsin Department of Transportation (DEPARTMENT) notified <Utility Company Legal Name> D/B/A Utility Company Name (OWNER) that Contractor Name (CONTRACTOR) filed a utility relocation delay damages claim with the DEPARTMENT pursuant to Wis. Stat. Sec. 84.063(4m)(a). After considering all the information provided by the CONTRACTOR and OWNER, the DEPARTMENT will not seek compensation from the OWNER and considers this matter resolved.

Do not hesitate to contact me at Enter Phone Number should you have questions or if you would like to discuss this further.

Sincerely,

Name

Title

Company

Cc: by email only:

Name, Project Development Project Manager

Name, Project Development Supervisor

Name, Project Development Chief

Name, Region Construction Oversight Engineer

Name, Region Utility Coordinator

Name, Region Construction Quality Assurance Engineer

Name, Utility Field Contact

Name, Bureau of Technical Services Statewide Utility Engineer