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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 Craig Thompson**  wisconsindot.gov  Telephone: enter (Area Code) Number  FAX: enter (Area Code) Number  Email: enter Email Address |  |

Date: Date Letter Sent

Attn: Utility Company Name

Utility Company Contact Name

Address line 1

Address line 2

Address line 3

Subject: Project ID, Project Description, Project Location

Utility Relocation Delay Damages Claim – Assessment Notice

Dear Utility Company Contact Name,

On Date Initial Notification Letter Received by Utility Owner, the Wisconsin Department of Transportation (WisDOT) notified Utility Company Name of a utility relocation delay damages claim regarding a utility facility conflict on the construction of Project ID, Project Description, Project Location. A copy of the Notification is attached for your reference. After considering all available information, WisDOT has determined a utility relocation delay has occurred and requests reimbursement of compensation paid to Contractor Name pursuant to Wis. Stat. Sec. 84.063 as follows:

Provide summary of additional costs. Use and reference attachments as necessary.

Amount Owed: $Insert Amount Owed

**Utility Company Name** **shall remit payment of the Amount Owed to WisDOT within ninety (90) days of receipt of this Assessment Notice.**

Please remit payment to:

WI Department of Transportation

FINANCIAL OPERATIONS SECTION

PO BOX 7366

Madison, WI 53707-7366

This Assessment Notice is being sent pursuant to Wis. Stat. Sec. 84.063 (4m). However, Utility Company Name may request a contested case hearing under Trans. 227, Wis. Adm. Code within **ninety (90)** days of receipt of this Assessment Notice if it previously responded to the Notification by providing additional information related to the claim.

Do not hesitate to contact me at Enter Phone Number should you have questions or concerns regarding the contents of this letter.

Sincerely,

Name

Title

Company

Cc: 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