

## Road Occupancy Permit Schedule 'A' - Letter Template

Date

Company Name/Logo

Address

Phone

Fax

Email

To Whom It May Concern:

*[Insert Contractor Name]* will be *upgrading/installing/constructing new buried telecommunication cables/gas main/ gas service etc...* in your neighbourhood over the next few days/weeks on behalf of *[Insert Company Name]* to better service their valued customers. We may be working on municipal property in front of your home. Permits to commence this work have been obtained from the Town of Newmarket and clearance has been given by relevant utilities.

It is the policy of *[Insert Contractor Name]* that properties next to construction sites remain unaffected by operations. Occasionally the yellowing of grass occurs in work areas, however, average rainfall and standard lawn watering procedures will reverse this effect.

We apologize for any inconvenience.

Thank you for your cooperation,

Contact Name,

Title

Phone number/Email/Fax number