

SAMPLE LETTER FROM SPECIAL DISTRICT/UTILITY COMPANY

DATE

Town of Truckee  
Community Development Department  
10183 Truckee Airport Road  
Truckee, CA 96161

SUBJECT: PROPOSED PUE ABANDONMENT [OWNER NAME/ADDRESS/APN]

This letter is in response to a written request from [APPLICANT], on behalf of the owner(s) of the above-referenced parcels, dated [DATE], seeking the [AGENCY NAME]'s approval of a proposed public utility easement abandonment.

[AGENCY] has abandoned its interest in the [DESCRIPTION OF EASEMENT] by taking the following action: [PLEASE INDICATE WHAT ACTION WAS TAKEN – E.G., BOARD ACTION, STAFF LEVEL APPROVAL, ETC.]

If you have any questions, please feel free to contact us.

Sincerely,

[NAME]  
[TITLE]