Date:

To:

National Grid

287 Maspeth Avenue

Brooklyn, NY 11211

Attn: Neville Jacobs Jr.

RE: *[Project name and ID # (if applicable), Site Address, Tax Block and Tax Lot No.]*

To whom it may concern,

Montrose Surveying Company LLP has been contracted by *[company name (if applicable) and relationship to the project (contractor, owner, etc.) If not the owner of the property please indicate the owner who contracted you to request the survey]* to perform surveying services at the above referenced location. In order to complete the survey to *my/our* specifications please provide them with the utility information they require. Should you have any questions please feel free to contact me directly at *[phone number & email address].*

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name]

[Title]