[Insert Contractor Name]: (07) [Insert Phone]

Document Reference: [Insert Job No/Reference No.]

INSERT Date DD/MM/YYYY

Dear Resident / Business Owner

**Re: upcoming TEMPORARY TRAFFIC CONTROL – John Smith rd, suburb**

This letter is intended to draw your attention to upcoming construction works at (insert exact address) associated with a Council Approved Development OW/XXX/XXXX. Approval for temporary traffic management associated with the works has been granted by Logan City Council under RCP/XXX/XXXX.

INSERT Principal Contractor will be undertaking the works, including:

* Scope 1 (e.g. roadworks/ shoulder / road widening)

(*Detour map is to be provided for full closures/one way detour, with explanation of detour route*)

* Scope 2 (new water/sewer road crossing)
* Scope 3 (e.g. remove and replace footpath, fencing, etc)

Works are planned to commence on DD/MM/YYYY and anticipated to be completed by DD/MM/YYYY, subject to weather and other construction variables. Works will generally take place on [insert likely hours of operation and days of the week].

Further details of the proposed works are attached to this letter, including a map detailing the road closure with associated detour route(s).

If you have any queries or concerns regarding the above proposed works, please contact John Smith, POSITION, from XXXX Contractor on 04xxxx or email example@email.com. Alternatively contact John Smith II on 04xxxx or email example@email.com.

We apologise for any inconvenience this may cause and thank you for your patience.

Regards

John Smith

Position | Company

Attachment 1 – (E.g. Overall Traffic Layout)

Attachment 2 – (E.g. Overall Traffic Layout/Detour Map)