

**Date:**

**Reference No:**

**To:**

Municipal Engineer

Department/Municipality Name

Address Line 1

Address Line 2

**From:**

Referring Official/Agency Name

Contact Information

**RE: Referral for Technical Review and Engineering Assessment**

**Project/Subject Location:**

**Property Owner/Applicant:**

Dear Municipal Engineer,

This letter serves as a formal referral for technical evaluation regarding the following matter:

(Description of request: e.g., Building Permit, Site Development, Infrastructure Assessment)

Please review the attached documentation and provide your professional findings, recommendations, or clearance regarding:

- Compliance with local building codes and zoning ordinances.
- Structural integrity and safety standards.
- Drainage, utility connections, and public right-of-way impact.
- Other:

Kindly return your written assessment to the undersigned office by .

Sincerely,

Signature over Printed Name

Designation / Title

**Attachments:**

[ ] Site Plans / Blueprints

- Environmental Impact Reports
- Inspection Photos
- Previous Correspondence