

**<COMPANY LETTERHEAD>**

**<NAME OF APPLICANT>**

**<ADDRESS>**

**<CONTACT INFORMATION>**

**<EMAIL>**

**<PHONE NUMBER>**

**<DATE OF REQUEST>**

**<PLAN REVIEWER NAME>**

Attention: Infrastructure Reimbursement  
City of Raleigh – Development Engineering Review, RDOT  
One Exchange Plaza Suite 500  
PO Box 590  
Raleigh, NC 27602

Reference: **<PROJECT NAME>**, **<DEVELOPMENT PLAN CASE>**

Dear **<PLAN REVIEWER NAME>**,

Attached is the estimate for the **<INFRASTRUCTURE DESCRIPTION SEEKING REIMBURSEMENT>** and the City of Raleigh Acceptance Letter for the **<PROJECT NAME>**, **<DEVELOPMENT PLAN CASE>**. Per my calculations, which are based on the upon **<City of Raleigh Code – Part 8, Chapter 2 Section 8-2094>** (UTILITY FEES) or **<DEVELOPMENT FEE SCHEDULE>**, this project is eligible for a total reimbursement of \$**<FINAL REQUEST AMOUNT>**.

Please make check payable to:

**<NAME OF COMPANY>**

**<ADDRESS>**

**<CITY, STATE, ZIPCODE>**

Please contact me with any questions or comments in this matter.

Sincerely,

**<SIGNATURE AND TITLE>**

Enclosures:

- Cost Estimate
- City of Raleigh Acceptance Letters