

[PRINT ON ENGINEERING FIRM or MUNICIPALITY LETTERHEAD]

[Insert Date]

To the Dutchess County Transportation Council:

I certify that I have performed a quality assurance level of review for the application for **<project name/description>**. This review included the project scope, right-of-way needs, budget, and schedule. I have provided the project sponsor with written feedback on their application based on my review.

Sincerely,

John Smith, P.E. #12345

cc: [Project Sponsor]