

Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

[DATE]

[OWNER NAME]
[OWNER ADDRESS]
[OWNER CITY], [OWNER STATE] [OWNER ZIP]

RE: Permit [PERMIT NUMBER]
[COUNTY] County, [ROUTE]

Dear [OWNER CONTACT]:

Our records indicate a contract ending date of [AD END DATE] for the cutout/extension advertising “[ADV MESSAGE]” on permit [PERMIT NUMBER]; however, the cutout/extension was still installed as of [INSPECTION DATE]. Below is a photograph of the sign for your reference.

Please remove the cutout/extension advertising “[ADV MESSAGE]” within fifteen (15) days. For additional information regarding outdoor advertising rules and regulations, log onto http://www.modot.org/business/Outdoor_Advertising. Please contact me at [PHONE NUMBER] once the cutout/extension has been removed.

Sincerely,

[PERMIT SPECIALIST]
[PERMIT SPECIALIST TITLE]

[PHOTO]

