

**Sample**  
**Letter of Acknowledgment**  
**For**  
**Event Operation on State Highway**

*(place on WSDOT Letterhead)*

(date)  
(name and address of event coordinator)

Re: *(event on SR\_\_)*

Dear:

Thank you for your recent inquiry regarding your proposed *(event type/name)* at *(event location)* scheduled for *(event dates)*.

Because the *(event type/name)* appears to have only minimal potential for traffic impact on state highways, we do not anticipate that special traffic control efforts are necessary.

*(Note any special conditions here such as route or procedural restrictions).*

*(Give information specific to event type, as appropriate. Examples shown below)*  
*(Pedestrians/runners are prohibited on the interstate system but may lawfully use other roadway shoulders by facing traffic as prescribed in the Rules of the Road (RCW 46.61), a copy of which are enclosed.) or (As a reminder, bike riders assume the risk for their own safety when traveling on the state's highways. Roadway conditions, traffic volumes, and weather changes require review of the route for suitability. Each rider should have adequate bicycling skills and know the Rules of the Road.)*

I suggest that you provide a *(event name)* itinerary to all local authorities having jurisdiction where the *(event name)* traverses county roads or city streets. For these areas, the local authorities determine if special traffic control and permits will be required.

Best wishes for a successful *(event name)*.

Sincerely,

State or Region Traffic Engineer  
*(As applicable)*