

**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]:

Attached please find the sign permit amendment for permit [PERMIT NUMBER]. It is your responsibility to relocate the sign as set forth in the executed *Missouri Highways and Transportation Commission Partial Waiver and Reset Agreement* and to maintain the sign in accordance with Missouri's rules and regulations governing outdoor advertising. Permit holders should contact their Outdoor Advertising Permit Specialist prior to making any changes to a structure.

For additional information regarding outdoor advertising rules and regulations, please log onto [http://www.modot.org/business/Outdoor\\_Advertising](http://www.modot.org/business/Outdoor_Advertising). If you have any questions, please contact me at [PHONE NUMBER].

Sincerely,

[PERMIT SPECIALIST]  
[PERMIT SPECIALIST TITLE]

Enclosure

