

Missouri
Department
of Transportation



Springfield Area District
3025 East Kearney
M.P.O. Box 868
Springfield, MO 65801
(417) 895-7600
Fax (417) 895-7533
Toll free 1-888 ASK MODOT
www.modot.org

[Date]

[Owner Name]

[Owner Address]

[Owner City], [Owner State] [Owner Zip]

RE: Permit [Permit Number]
[County] County, [Route]

Dear [Owner Contact]:

Enclosed please find the application you recently submitted to transfer permit [Permit Number]. The application is being returned for the following reason(s):

- Delinquent receivables
- Incomplete application
- Required attachments not included
- Transaction fee not included
- Incorrect transaction fee
- Incorrect permit number
- Other: [Other Reason]

Please expect a refund of the fee (if applicable) within the next twenty (20) working days.

For additional information regarding outdoor advertising rules and regulations, please log onto http://www.modot.org/business/Outdoor_Advertising. If you have questions or need assistance, please contact me at [Permit Specialist Phone].

Sincerely,

[Permit Specialist]
[Permit Specialist Title]

Enclosure(s)