

Sample Cover Letter

T-4 Submission: Renewal

Overview Map required, NO digital

Today's date

Railroad Commission of Texas
Oversight and Safety Division
Permitting & Mapping Section
P.O. Box 12967
Austin, TX 78711-2967

Dear Permitting & Mapping Staff:

Re: T-4 Permit Number: #55555 'RENEWAL'
Operator Name: ABC Pipeline Company
P5 Number: #555555

Attached please find a Form T-4 Application marked for 'Renewal'

Total Miles _____

System name _____

Please contact me at 654-001-0000 if you have questions or need additional information.

Sincerely,

John Doe
Operations Specialist

Notes: Upload Cover Letter as a .PDF file in the Pipeline Online Permitting System (POPS)