



# APPENDIX C

## Sample Accident Information Request

*Date*

Mr. Robert Limoges, P.E.  
Civil Engineer  
New York State Department of Transportation  
1220 Washington Avenue  
State Office Building #5  
Room 314  
Albany, NY 12232

**Re: Accident History –Town/Village of \_\_\_\_\_**

Dear Mr. Limoges:

The *Town/Village of \_\_\_\_\_* is currently performing a Transportation Plan for our community. As part of this process an assessment of the accident history will be conducted:

Therefore, we are requesting the most current three (3) years of accident history (CLASS Summary Report with verbal descriptions) for the following intersections:

- (list specific intersections or limits of the corridors to be evaluated)
- (list specific intersections or limits of the corridors to be evaluated)
- (list specific intersections or limits of the corridors to be evaluated)
- (list specific intersections or limits of the corridors to be evaluated)

This information can be emailed to me at \_\_\_\_\_.

If you have any questions regarding this request please do not hesitate to contact me.

Sincerely,

*(Town/Village Representative)*