

Sample Letter to Sheeting Manufacturer

(DATE)

(THERE ARE THREE PRIMARY MANUFACTURES OF SIGN MATERIALS)

3M Corporate Headquarters
3M Center
St. Paul, MN 55144-1000

Avery Dennison Corporate Center
150 North Orange Grove Boulevard
Pasadena, California 91103-3596

Nippon Carbide Industries (USA), Inc.
Corporate Office
12981 East Florence Avenue
Santa Fe Springs, CA 90670

To Whom It May Concern:

The (Your Agency) is considering the purchase of new sheeting materials for our traffic signs to meet the new federal sign requirements for minimum retroreflectivity. We would like to request further information from your company on the sheeting materials you have available for our area, including the expected life of this material, available warranties, and the estimated price per square foot of these materials.

I look forward to your response as we look to improve the quality and longevity of our traffic control devices. Please contact me at your earliest convenience by phone at (XXX-XXX-XXXX), or at the following address:

Street Address
City, State Zip Code

Please let me know if you have any questions or need additional information.

Sincerely,

Mayor, County Executive, or City Administrator