January 17, 2017

Attn: OPTIS Administrator *(**ODOTPTDReporting@odot.state.or.us**)*

Oregon Department of Transportation

Rail and Public Transit Division

555 13th Street NE

Salem, Oregon 97301

RE: e-Response Keyword Request

This letter is to request an e-Response Keyword for the employee listed below to electronically approve requests in OPTIS for Agency Name.

|  |  |
| --- | --- |
| Name: |       |
| Title: |       |
| Email: |       |
| Address: |       |
| Phone: |       | Fax: |       |

Sincerely,

Approving Authority Name

Title