

Sample Cover Letter

T-4 Submission: Total Transfer/Operator Change

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
Operator Name: ABC Pipeline Company
P5 Number: #555555

Attached please find a Form T4B and Overview Map. Please note the following:

OC- ABC Pipeline has acquired the entirety of permit 55555 from CBA Pipeline Company. The permit is for 118.0 miles of the Jones gathering system in A, B and C counties.

ABC intends to keep the permit active for this system.

[Note any other changes that may have occurred, such as a change in purpose (gathering/transmission), classification (Utility/Common Carrier/Private), commodity ownership (own gas/owned by others/transported for a fee), or any other noteworthy change that needs to be brought to our attention.] Mapping would be required for any changes to the attributes of the pipeline system.

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

Sincerely,

John Doe
Operations Specialist

Attachments

List Digital File Names of Geography data submitted via POPS

Example: Files sent on October 1, 2018: 55555.shp, 55555.shx, 55555.dbf, 55555.prj

Notes:

For list of T-4 Amendment Codes, see T-4_AMD Field under Attribute Definitions.
Upload Cover Letter and mapping if required to the Pipeline Online Permitting System (POPS).