

# Sample Cover Letter

## T-4 Submission: Cancellation

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 'CANCEL'  
Operator Name: ABC Pipeline Company  
P5 Number: #555555

Please note the following:

CP- Cancel permit 55555, the entire system is abandoned in place.

The permit was for 123.5 miles of Smith Gathering system in A, B and C counties.

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

Sincerely,

John Doe  
Operations Specialist

Attachments

**Upload** Cover Letter to the **Pipeline Online Permitting System (POPS)**