

# Letter of Transmittal

To:

Date

File No

Job Name

Address

City/State/Zip

We Are Sending You:

The Following Items:      Shop Drawings      Plans      Samples      Specifications  
Product/Technical Data

Carrier|Delivered By:

Copies	Item Dated	Item No.	Description

The above items are transmitted to you:

For Approval

Approved as submitted

Resubmit for approval

For your use

Approved as noted

Per your request

Returned for Corrections

For bid due on:

Remarks:

Copy To:

Signed: