**LETTER OF TRANSMITTAL**

**Date:** DocDate

**To:** To Company

**ATTN.:** To Person

**Project:** Project Name

**Job #:** Project

**Reference:** Doc Title

**WE TRANSMIT:** **[x]** Attached [ ]  Under Separate Cover [ ]  Via

**PLEASE REVIEW ATTACHED MATERIAL AND TAKE ACTION REQUESTED:**

|  |  |  |
| --- | --- | --- |
| [ ]  Letter or Memo | [ ]  Specifications | [ ]  Resubmit |
| [ ]  Sketch | [ ]  Change Order | [ ]  For Information & File |
| [ ]  Sample | [ ]  Other | [ ]  For Your Approval |
| [ ]  Prints or Copies | [ ]  No Exceptions Taken | [ ]  For Your Signature |
| [ ]  Shop Drawings | [ ]  Note Markings | [ ]  Make Recommendations |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Copies | Description | Due | Completed | Submitted |
| Quantity | Item Description | RR\_FMMxddxyyyy\_DocItem\_Due | RR\_FMMxddxyyyy\_DocItem\_Completed | RRFMMxddxyyyy\_DocItem\_Submitted |

**REMARKS / NOTES:**

**SIGNED:** **FromAddr\_person**

FromAddr\_email