**LETTER OF TRANSMITTAL**

**Date:** DocDate

**To:** To Company

**ATTN.:** To Person

**Project:** Project Name

**Job #:** Project

**Reference:** Doc Title

**WE TRANSMIT:** 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