

YOUR LOGO OR COMPANY NAME HERE

Firm's Address
City/State/Zip

Letter of Transmittal

LT-# HERE

DATE: 3/12/2019

To:

Name	From: Name of person
Address	Company Name
City/State/Zip	City/State/Zip
Office No.	Phone
Fax No.	contact email address
contact email address	Subject:
Cell #	Project No.:

Contract No.:

We are sending you:

- | | | | |
|---|---|---|---|
| ☐ Shop Drawings | ☐ Prints | ☐ Plans | ☒ Other |
| ☐ Specifications | ☐ Copy of Letter | ☐ Copy of Report | ☐ Change Order |

Shop drawing

Copies	Date	No.	Description

- | | | | |
|--|---|-----------------------------------|--|
| ☒ For Your Approval | ☐ Review Completed | ☐ Resubmit | ☐ Copies To: |
| ☐ For Your Use | ☐ Resubmittal Not Required | ☐ Submit | ☐ Copies for Distribution |
| ☐ As Requested | ☐ Returned for Correction | ☐ Return | ☐ Corrected Prints |
| ☒ For Review & Comment | | | ☐ Other |

Other:

Comments: