



YOUR COMPANY NAME

Address
CITY, STATE, ZIP CODE
Phone Number
Advertising Line

LETTER OF TRANSMITTAL

TO _____

DATE	JOB NO.
ATTENTION	
RE:	

LADIES / GENTLEMEN:
WE ARE SENDING YOU ☐ Attached ☐ Under separate cover via _____ the following items:
☐ Shop drawings ☐ Prints ☐ Plans ☐ Samples ☐ Specifications
☐ Copy of letter ☐ Change order ☐ _____

COPIES	DATE	NO.	DESCRIPTION

THESE ARE TRANSMITTED as checked below:

☐ For approval

☐ Approved as submitted

☐ Resubmit _____ copies for approval

☐ For your use

☐ Approved as noted

☐ Submit _____ copies for distribution

☐ As requested

☐ Returned for corrections

☐ Return _____ corrected prints

☐ For review and comment

☐ _____

☐ FOR BIDS DUE _____ 20_____ ☐ PRINTS RETURNED AFTER LOAN TO US

REMARKS _____

COPY TO _____