

Material Sample Transmittal Letter

Subject: Material Samples for Approval - [Material Type] - [Project Name]

Dear [Architect/Designer Name],

Please find enclosed physical samples of [material type] for your review and selection for the [Project Name].

Sample Details:

- Material: [Specific material type]
- Manufacturer: [Manufacturer name]
- Product Line: [Product line/series]
- Number of Samples: [Number]
- Specification Section: [Section number]
- Colors/Finishes Submitted: [List of options]

Each sample is labeled with the corresponding product code and finish name for your reference.

These samples represent the actual materials that will be installed on the project and meet all requirements outlined in Section [X] of the project specifications.

Please review these samples and indicate your approval or comments on the enclosed form. We recommend reviewing the samples under natural lighting conditions similar to the project environment for accurate color representation.

If none of these samples meet your requirements, please let us know and we can provide alternative options from our approved manufacturers list. We request your approval by [Date] to ensure timely procurement and delivery.

Please return one marked sample along with the approval form to our office. The remaining samples are yours to keep for reference.

Thank you for your consideration.

Respectfully,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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