

# Preliminary Document Review Transmittal Email

Subject: PRELIMINARY REVIEW - [Document Type] - [Project Name] - Not for Construction

Hi [Recipient Name],

I'm sending over some preliminary documents for the [Project Name] for your early review and feedback. Please note these are NOT final and should NOT be used for construction purposes.

What's Attached (PRELIMINARY ONLY):

- Draft drawings (Rev 0)
- Initial specifications outline
- Preliminary cost estimate
- Conceptual schedule

Purpose of This Transmittal:

I wanted to get these in your hands early so we can catch any major issues or concerns before we finalize everything. This is really just a "gut check" to make sure we're all on the same page before we invest more time in final documentation.

What I Need from You:

- Big picture feedback on the overall approach
- Any major concerns or red flags you see
- Confirmation that we're meeting your expectations
- Thoughts on the preliminary budget and schedule

Timeline:

If you could give these a quick look-through by [Date] and shoot me your thoughts, that would be fantastic. Don't need a formal review at this point - even a quick phone call or bullet-point email would be super helpful.

Remember: These are working documents and will change significantly before final issuance.

Thanks for taking a look!

[Your Name]

[Phone]

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