

Standard Construction Project Transmittal Letter

Subject: Transmittal of Construction Documents for [Project Name]

Dear [Recipient Name],

I am writing to transmit the following construction documents for your review and action regarding the [Project Name] located at [Project Address].

Enclosed Documents:

- [Document Type 1] (Quantity: [Number] copies)
- [Document Type 2] (Quantity: [Number] copies)
- [Document Type 3] (Quantity: [Number] copies)

Purpose of Transmittal: [For your review/For your approval/For construction/For record/For information]

These documents are being submitted in accordance with our contract dated [Date] and project specifications. Please review the enclosed materials and provide your response by [Deadline Date].

Should you require any clarifications or additional information regarding these documents, please do not hesitate to contact me at [Phone Number] or [Email Address].

We kindly request that you acknowledge receipt of this transmittal and the enclosed documents at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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