

RFI Response Transmittal Email

Subject: Response to RFI #[Number] - [Brief Description] - [Project Name]

Dear [Contractor Name],

Please find below our response to Request for Information (RFI) #[Number] submitted on [Date] regarding [brief description of the issue].

RFI Summary:

- RFI Number: [Number]
- Date Submitted: [Date]
- Subject: [Subject Line]
- Drawing Reference: [Drawing Numbers]
- Specification Reference: [Section Numbers]

Response:

[Detailed response to the question or clarification requested. Be specific and reference relevant documents, drawings, or specifications.]

Attachments:

- [Sketch/Detail drawing if applicable]
- [Specification excerpt if applicable]
- [Reference documents if applicable]

Please proceed with the work in accordance with this response. If you require any additional clarification, please submit a follow-up RFI immediately as this response is considered final for the purposes of construction.

This response should be distributed to all relevant subcontractors and trade partners. Please acknowledge receipt of this transmittal.

Regards,

[Your Name]

[Your Title]

[Design Firm/Company Name]

[Contact Information]

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