# Sample Submittal Transmittal Letter



| Insert company name and address here. |
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**Submittal Number:**

**Project or Contract Number:**

**Project or Contract Name:**

**Date:**

**Description:**

| Insert a summary of the materials and work covered by the submittal, including the scope of work associated with the submittal here |
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**Source:**

| Insert information identifying where the submittal requirement is found in the project plans and specs here. |
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**Attachments:**

| Insert a list of the documents that accompany the letter here.  |
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**Comments:**

| Insert any additional information needed to understand and process the submittal here.  |
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**Name:**

**Phone Number:**

**Email:**

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