

# Transmittal Letter

## CAP810

**To:**

ACME BUILDING CORPORATION  
12345 MAIN STREET  
ANYWHERE, US 12345

**Date:** FEB 5,2007

**BY:** John Doe

**Copies To:**

Bob Jones  
Robert Smith

**From:**

PEM CONSTRUCTION COMPANY  
P.O. BOX 217  
1234 MAIN STREET  
CLAYTON, NC 27528  
Phone:(919)639-7025  
Fax:(919)639-4168

**Project:**

Sample Project  
3RD FLOOR DEMOLITION AND  
RENOVATION

**Transmit:**

- Attached
- Under Separate Cover

**Via:**

- OvernightDelivery
- Mail
- E-Mail
- Courier
- Fax
- Other

**For:**

- Approval / Action
- Information
- Use As Requested
- Comment
- Distribution
- Other

**The Following:**

- Drawings
- Specifications
- Digital Files
- Submittals
- Other

**Includes the Following:**

| Description | Format | Date | Copies |
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**Comments:**

These are Sample Remarks

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