



Facilities Services

4365 South 2200 West
Gundersen Facilities Services Building
Salt Lake City, Ut 84123

Letter of Transmittal

Date: _____

Re: _____

To: _____

We are sending you:

- Herewith Under separate cover As requested Email Record

For your:

- Approval Review & comment Use Information Response Record

The following:

- Disk/digital Shop drawings Drawing Change order Samples Specifications
 Letter dated Proposed modification request(s) Bond/mylar Other

# of Sets	Description	ID#	Transmitted By

Comments:

Documents received by (print): _____ Date: _____

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