# Letter of Transmittal

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|  | **LETTER OF TRANSMITTAL**  **Facilities Management Department**  **Campus Box 8034**  **660 S. Euclid Avenue**  **St. Louis, MO 63110** | Date:  Project:  Project No:  Subject:  Planner/Project Manager: |
| TO: | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| The Following Items Are Being Sent: | | |  | Attached |  | Under Separate Cover Via: |
| Copies | Date | Description | | | | |
|  |  | Record Drawings | | | | |
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| These Are Transmitted As Checked Below: | | | | | |
|  | For Approval |  | Approved As Submitted |  | Resubmit       Copy(ies) For Approval |
|  | For Your Use |  | Approved As Noted |  | Submit       Copy(ies) For Distribution |
|  | As Requested |  | Returned For Corrections |  | Return       Corrected Print(s) |
|  | Other: | | | | |

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| Remarks: |

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| Copy to: | Signed: |