



**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

LETTER OF TRANSMITTAL

FROM		DATE	
		PROJECT	
		LOCATION	
		ATTENTION	
TO		RE	

**GENTLEMEN:**

**WE ARE SENDING YOU**

HEREWITH

DELIVERED BY HAND

UNDER A SEPARATE COVER

**VIA**

**THE FOLLOWING ITEMS:**

PLANS

PRINTS

SHOP DRAWINGS

SAMPLES

SPECIFICATIONS

ESTIMATES

COPY OF LETTER

COPIES	DATE OR NO.	DESCRIPTION

**THESE ARE TRANSMITTED AS INDICATED BELOW:**

FOR YOUR USE

APPROVED AS NOTED

FOR APPROVAL

APPROVED FOR CONSTRUCTION

AS REQUESTED

RETURNED FOR CORRECTIONS

FOR REVIEW AN COMMENT

RETURNED AFTER LOAN TO US

SUBMIT \_\_\_\_\_ COPIES FOR \_\_\_\_\_

RETURN \_\_\_\_\_ CORRECTED PRINTS

RESUBMIT \_\_\_\_\_ COPIES FOR \_\_\_\_\_

FOR BIDS DUE \_\_\_\_\_

Reviewed

**REMARKS**

IF ENCLOSURES ARE NOT AS INDICATED,  
PLEASE NOTIFY US AT ONCE.

\_\_\_\_\_  
(SIGNATURE)