RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT

# LETTER OF TRANSMITTAL

**to:**

copies to:

**from:**

sender:

date:

**instructions:**

document:

- ☐ letter
- ☐ report
- ☐ drawing / plan
- ☐ specifications
- ☐ other _____
- ☐ originals
- ☐ copies

submitted:

- ☐ at your request
- ☐ for your information / use
- ☐ for your review / comment
- ☐ for your action
- ☐ for your approval / signature

via:

- ☐ mail
- ☐ express mail
- ☐ messenger
- ☐ pickup

please note:

- ☐ revisions
- ☐ additions
- ☐ deletions
- ☐ other _____

**enclosure list:**

| description: | revision: | date: | copies: |
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**comments:**

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