

[BUSINESS NAME]

[Business Address] [Phone Number]

Transmittal Letter

[Date]

To: [Plan Reviewer Name]

[Department]

[Address]

From: [You Name]

RE: [Permit Number & Project Address]

The following changes were made:

- [Explain changes]

All changes have been clouded in red affecting the areas updated. If there are any additional questions, feel free to send them to: [email address preferred]

Thank you, [Signature]

