

**UNIVERSITY OF HOUSTON SYSTEM**

**UNIVERSITY OF HOUSTON**

Facilities Planning and Construction

Transmittal LEtTER

###### DATE:

**TO:**

**FROM:**

**SUBJ / PROJECT:**

|  |
| --- |
| Sent Via [ ]  Courier Personal Delivery [ ]  Pick-Up [ ]  Facsimile |
| **The following is transmitted:** **[ ]** As Requested  [ ]  For Signature & Return  [ ]  Other [ ]  For Review & Comment [ ]  For Your Approval [ ]  For Your Info [ ]  Approved as Noted |

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| Quantity | Description |
|  |  |

Remarks:

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Distribution: Prepared By:

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| Project File |  |

Received By:

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Name Date