

**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