

# Contract Transmittal

## ABC CONTRACTORS

123 Any Street  
Anytown, US 00000  
555-555-5555

Date: \_\_\_\_\_

Project No.: \_\_\_\_\_

Contractor: \_\_\_\_\_

Project Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_ :

Enclosed please find two copies of our contract for the project referenced above.

Please sign both copies and return them to this office with your certificate of insurance. A countersigned copy will be forwarded to you upon our receipt of your signed copies.

Please note your project name and number for future reference. Please make reference to this project number in all of your correspondence with us.

Thank you.

Sincerely,

\_\_\_\_\_

Enclosures