

**ABC CONTRACTORS**

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

Date

Name

Address

City, State Zip

Re: (project name or designation)

Dear \_\_\_\_\_,

Enclosed you will find \_\_\_\_\_ sets of submittals for the \_\_\_\_\_ portion of the above referenced project.

We are expecting to receive \_\_\_\_\_ sets of reviewed submittals back in approximately (amount of time).  
If this is not correct, please notify us of when we can expect them.

As you know, time is critical since we cannot order materials until the submittals are approved.

To the best of our knowledge, these are all the materials you need. If we are not correct, please notify us immediately.

Thank you for your prompt service.

Sincerely,

Name

Title