

Exhibit 17-I: Sample Cover Letter for Report of Completion of Structures

Type of Funding _____
 Dist – Co. – Rte. _____
 State Contract No. _____
 Fed. Project No. _____
 Date _____

Chief, Office of Structures Maintenance and Investigations
 Caltrans Engineering Service Center, Mail Station 9
 P. O. Box 942874
 Sacramento, CA 94274-0001

Attn: _____, Structures Local Assistance

Submitted herewith is the REPORT OF COMPLETION OF STRUCTURES ON LOCAL STREETS AND ROADS for the structures listed below:

_____	_____	_____
Bridge Name (feature intersected)	Road Name (facility carried)	State Bridge No.

_____ Contractor

_____ Bridge Resident Engineer

Distribution: (1) Original plus one copy to DLAE included in the Report of Expenditures (original forwarded to Division of Structures, Office of External Liaison and Agreements)
 (2) Copy-retained by local agency