

SAMPLE COVER LETTER FOR THE 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

Attention: _____ Structures Local Assistance Engineer

Dear: _____

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

Bridge Name (future intersected)	Road Name (facility carried)	State Bridge No.
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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