**LETTER OF TRANSMITTAL**

**TO:**

**[Institution Representative Name/title]**

**[Institution Name]**

**REFERENCE: Electronic Report Submittal “[report name]”**

**DATE:**

This letter serves as notification of transmittal of an original, printed hard9copy of the [**report name**] being submitted to [**institution representative name & title**] of [**institution name**] on [**date**]. This letter further certifies that exact, duplicate electronic copies of the [**report name**] were submitted to both [**institution representative name & title**] of the [**institution name**] and Cynthia Brooks, Office of Real Estate & Facilities, University System of Georgia for the Board of Regents.

The electronic file is described as: **[# pages, file size, file date**], contained on [**Media description – e.g.**  **usb drive, 1 compact disc**], and the media is labeled with “[**report name, company name, street address and other identifying data**]”.

**Sincerely,**

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