

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