**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

 **DEPARTMENT OF TRANSPORTATION**

 **55 M ST SE, 4TH FLOOR**

 **WASHINGTON DC 20003**



**To:** Rezene Medhani, PE

 Chief, IPMD QA/QC Branch

 55 M Street, S.E, Suite 400

 Washington, DC 20003

 **Date:** Click here to enter a date.

 **Re**: Enter Project Name

Enter Project Loaction

 DCKA-YYYY-C- NNNN

 F.A.P No: LL-NNNN (NNN)

**Enter DDOT Project Engineer Name** for

**From:** Enter DDOT Program Manager Name , PE

 DDOT/IPMA-Program Manager, Ward X & X

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|[ ]  We are submitting |[ ]  Herewith |[ ]  Under separate cover |
|[ ]  We are forwarding |[ ]  We are returning |[ ]  We request |

**Submittal No. NN**

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| Quantity | Description |
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|[ ]  In accordance with your request |[ ]  For your use |
|[ ]  For your review |[ ]  Please call when ready |
|[ ]  For processing |[ ]  Please forward your comments to this office**by:**   |
|[ ]  Plans reviewed and accepted  |[ ]  Approval requested |
|[ ]  Reviewed and accepted as noted |[ ]  Conference requested at your convenience |

For further information, please contact Mr./Ms. Enter DDOT Engineer’s Name at (NNN) NNN-NNNN.

**Remarks:**