## M E M O R A N D U M

**TO:** Name

Engineering Technician, Office of Performance Management

**FROM:** Name

Group \_\_\_\_ Construction Engineer

**DATE:** (A)

**SUBJECT:** As-Built Plans for Contract No. (B)

Attached please find the As-Built Plans for the referenced project. Please mark the original tracings to show all as-built changes.

Thank you.

\_\_:\_\_

Enclosure: As-Built Plans

cc: Memo Only:

, Area Engineer, Group \_\_\_\_ Construction