

- Record Drawings Sample Response -

{Date}

{Name}, Project Manager
New Mexico Environment Department
Construction Programs Bureau
P.O. Box 26110
Santa Fe, New Mexico 87502

RE: *{Project Description and Project Number}*

This letter will confirm that we have received a full set of reproducible record drawings for the referenced project as required by the *{grant/loan}* agreement. The Drawings of Record do not differ substantially from the plans approved for construction and have been accepted by the *{Grantee}*. The Drawings of Record are on file at *{Location}* and available for review by NMED.

-OR-

This letter will confirm that we have received a full set of reproducible record drawings for the referenced project as required by the *{grant/loan}* agreement. The Drawings of Record differ substantially from the plans approved for construction as noted on the attached sheets *{Attach Changes Only}*. The Drawings of Record have been accepted by the *{Grantee}*, are on file at *{Location}*, and available for review by NMED.

{Signed by the Grantee Representative or Signatory Authority}