

(S A M P L E)

Date: \_\_\_\_\_

Engineering Officer  
Department of Defense  
State of Hawaii  
3949 Diamond Head Road  
Honolulu, Hawaii 96816-4495

Dear Sir:

Subject: REQUEST FOR SUBSTITUTION

PROJECT TITLE & JOB NO.: \_\_\_\_\_

\_\_\_\_\_

In accordance with the requirements of the Special Provisions and as stated on the Specifications, we hereby submit for substitution, \_\_\_\_\_ sets of technical brochures and statement of variances for your review and approval for the item(s) shown below.

<u>ITEM</u>	<u>SPECIFIED BRAND</u>	<u>SUBSTITUTE BRAND</u>	<u>MODIFICATION/VARIANT FEATURES</u>
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I further certify that my request for substitution of the above item(s) has no other variant features.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME OF COMPANY AND TITLE

NOTE:

1. Use own letterhead
2. Submit one (1) original and two (2) copies
3. If no variant feature indicate "None"