

# Sample Letter to Authorize Concrete Mix Designs

When writing letters always start with the [current template](#) from the Director's Office

CALIFORNIA STATE TRANSPORTATION AGENCY

GAVIN NEWSOM, GOVERNOR

## California Department of Transportation

DIVISION OF ENGINEERING SERVICES  
STRUCTURE CONSTRUCTION  
<<ADDRESS>> | <<CITY, STATE, ZIP>>  
PHONE (XXX) XXX-XXXX | FAX (XXX) XXX-XXXX  
<https://dot.ca.gov>



<Date>

<Mr./Ms. Contractor>

<Title>

<Organization>

<Address>

<City, ST ZIP>

SUBJECT: EA #XX-XXXXX: Authorization of <CONCRETE SUPPLIER> Mix Design # XXXXXX.

Dear <CONTRACTOR PROJECT MANAGER>:

The enclosed concrete mix design #XXXXXX from <CONCRETE SUPPLIER> meets the requirements of the 2018 *Standard Specifications* for the State of California. The following ready mix plant(s) has/have been prequalified to supply this mix to project XX-XXXXX.

- Location of Plant, Plant Number
- Location of Plant, Plant Number
- 

This mix is authorized for use in the following structures/elements:

- Structure XX-XXXX
  - o Structure Element 1
  - o Structure Element 2
- Structure YY-YYYY

While this mix has been prequalified, the mix components and sample cylinders will still be subject to quality testing as described in the contract documents prior to final acceptance in the work.

Please see the attached list of approved mix designs for your use.

Mr./Ms./Contractor

Date

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If you have any questions, please contact <STRUCTURE REPRESENTATIVE> at XXX-XXX-XXXX or email [XXXX@dot.ca.gov](mailto:XXXX@dot.ca.gov) for more information on this mix design.

Sincerely,

Name  
Structure Representative

Name  
Resident Engineer

Enclosure

Cc: METS Representative/District Materials Engineer