

SAMPLE LETTER TO BE TYPED  
ON ENGINEER'S LETTERHEAD

ENGINEER'S LETTER FOR  
INSPECTION OF TRUSS SYSTEM

DATE \_\_\_\_\_

RE: LOT: \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
FLOOR (WHERE APPLICABLE): \_\_\_\_\_  
PERMIT #: \_\_\_\_\_

GENTLEMEN:

I have personally inspected the truss system on the above referenced property and find the trusses are erected properly and without any apparent damage. I have checked all aspects of this truss system-roof trusses and floor trusses, where used including, but not limited to, the following components:

1. Proper size, grade and species of lumber used in the assembly of each truss per engineering.
2. Nail-on or press-on plates were checked for proper size and position per engineering.
3. Trusses and girders checked for proper anchorage for both gravity loads and uplift loads.
4. Lateral bracing applied to truss members per engineering and building code.
5. All other bracing to resist lateral forces, in addition to that specified by truss engineering, has been applied. This includes the addition of shear walls, let-in wall bracing, floor system bracing, proper positioning of sheathing, etc.
6. Proper construction, anchorage, and bracing of bearing partitions, knee walls, exterior walls, columns, etc.

I have also inspected any repaired and/or modified trusses and have ascertained that they have been corrected in accordance with "Sealed" repair engineering supplied by the truss engineer. **All engineering sheets for repaired and/or modified trusses are included herewith.**

Very truly yours,  
Engineers Name (and embossed seal)