**TRANSMITTAL LETTER**

February 10th, 20XX

RE: Q2 Final Reports

Dear Mr. Smith,

My name is Jane. I have recently taken over the position of Advertising Manager from Andrew, and I hope to meet you in person soon. Accompanying this letter are the final financial reports for Q2. The report includes the data from all advertising campaigns completed in Q2. It also includes an analysis of key results and proposals for potential campaigns.

The analysis shows that our campaigns have been a success, particularly those that cover multiple platforms and are interactive. I'd also like to highlight that the ROI is 14% higher than in Q1. Using the analysis, my team has created four future proposals for your consideration, should you wish to remain with us.

The final page of the document is a form we require you to sign to confirm that you have received the report. Please sign at your earliest convenience and email a copy to receptionist@xyzcompany.com.

If you have any further questions or want me to provide further analysis, please reach out. My cell number is 555-555-5555, and my email is janedoe@xyzcompany.com.

Thank you for taking the time to read through the report and proposals. We hope to hear from you soon.

Sincerely,

**[Signature]**

Ms. Jane Doe