**TRANSMITTAL LETTER**

John Doe

Sirius Baxter Corp.

67th Twills Valley

Atlantis, 792754

June 02, 20XX

Brian Tress, Owner

Brian’s Diary Farm

682 Summer Street

Jilly City, 276427

Dear Mr. Brian Tress,

Within the attached R.O.F. Marketing Report, you will come to know about the information on the possibility of marketing your products through our website and the recommendations that we have provided for a specific action plan.

Our analysis included researching the organic market in Georgia and the success of similar businesses marketing online products. We have had a conversation directly with our team to gather data and insights into how their website will increase the visibility of your product and sales. Based on our research, we concluded that selling your product online will be the best for your business. We have provided an outline for a plan of marketing and have attached a report that you could review if you’d like.

Thank you for trusting our company to complete this research of yours. We appreciate the business and look forward to the future where we could work you. Please review the report and let us know your thoughts.

If you have any additional questions that you want to ask, feel free to contact me anytime at briantress@digitaldrive.com or (871) 187-6816. I am looking forward to meeting with you again to speak with you further on this project.

Sincerely,