**TRANSMITTAL LETTER**

February 27, 20XX

Larry Jonas, Director

Fritefurd Developers

67 Bakert Avenue

Nashville

Dear Mr. Jonas,

As agreed upon by us on the 15th of January, 20XX in our contract, we are submitting the attached report entitled “The Hazards in the Rise of the Levels of Toxins in the Atmosphere”.

This letter examines the problems with the accumulation of fatal gases such as Carbon Dioxide in the atmosphere of the planet, the climatic changes that follow suit and the consequences that the accumulation of similar gases entail will also be discussed. Along with the aforementioned, we will also be discussing the sources of the gases, how to subdue their rise and the fatal consequences and some other possible remedies. We are considering the possibility of conducting a seminar regarding the same, if the discussion we carry out turns out to be fruitful.

The project has incurred a cost of $15,000, 60% of which has been covered by the Student Directory as we had discussed earlier. We are requesting you to complete the remaining payment on your part as soon as possible, before the 17th of March, 20XX.

I hope this report lives up to your expectations. Please let me know if any rectifications are required.

Sincerely,

Richard Parker

President

Mitschen School of Sciences