**TRANSMITTAL LETTER**

January 05, 20XX

Dear first name,

We are writing to you because we would like to establish a business relationship with your company. We believe that our product could be of great benefit to you.

Our product is a transmittal letter for receiving documents. This type of letter is used for the purpose of acknowledging the receipt of certain documents from one party to another. It also serves as a formal record that the documents have been received by both parties.

We believe that our product could be of great use to your company, and we would like to discuss this further with you. If you are interested in learning more about our product, please contact us at your earliest convenience. Thank you for your time.

Yours Sincerely,