LETTER OF TRANSMITTAL

[Name of sender]
[Company name if being sent from a business]
[Address]
[City, state, zip code]

[Date]

[Recipient name]
[Title if applicable]
[Company name if applicable]
[Address]
[City, State, Zip Code]

Dear [Mr./Mrs./Ms./Dr. Last name]:

Enclosed you will find [insert an explanation of what you are sending – i.e., is it a proposal submission, list of available products, payment on your account, etc.].

If you have any questions about this submission or if additional information is necessary, you may reach me at [insert phone number] or [insert email address]. Thank you in advance for your attention.

Regards,

[Sign here]

[Type sender's name]

Enclosure: [specify what is enclosed – i.e., proposal, product listing, check ###]