LETTER OF TRANSMITTAL

[Sender's name]
[Company name if applicable]
[Mailing address]
[City], [State] [Zip Code]

[Date letter will be sent]

[Recipient's name]
[Title if applicable]
[Company name if applicable]
[Mailing address]
[City], [State] [Zip Code]

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

Subject: Transmittal of [insert brief description of what is being transmitted]

The enclosed [describe what is being transmitted - letter, proposal, brochure, payment, etc.] is being submitted [specify why it is being sent – response to a request for proposal (RFP), payment on your account, payment in full, a response to an inquiry or advertisement, etc.?].

[Include a few sentences specific to the reason you are making the transmission. For example, if you are submitting a proposal, say something about your unique qualifications to provide services and state that you are looking forward to working with the recipient in the future. If you are sending a brochure in response to an inquiry, give a brief overview of the document's highlights. If you are making a payment on an account, specify the account number and ask to be sent a transaction receipt that shows the payment has received.]

If any additional information is needed or if I can answer any questions, please let me know. I will be happy to be of assistance. 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: [State what is enclosed – i.e., proposal, brochure, check ###, money order ###]