

Letter of Transmittal Example

Company Street Address, City, State, Zip Code

Phone: 555-555-5555
Fax: 123-123-123456
Email: abc@example.com
Website:

Sender's Name
Title/Position of Sender

Recipient's Name
Recipient's Title/ Position
Recipient's Organization Name
Recipient's Street Address
City, State, Zip Code

Dear Mr. _____,

Introductory paragraph will contain title and purpose of writing the letter and the accompanying report or other document. It will be mentioned who is it written for? This paragraph will also include who authorized the project and when.

Body paragraph will contain information about methods used for making the report if important. You can write short paragraph on methods. Give an overview of results, highlight main results and point out surprising results. Give brief of conclusions and write few lines about recommendations.

Third paragraph will be conclusion paragraph. Here in this paragraph you will assistance you received, offer your assistance in interpreting your report, make a call to action and add personal comments.

If you have any questions on these matters, please contact (principal contact) at (phone number).

Sincerely,

Enclosure: Accompanied Document Name

Signature of Designated Official

Date