**[Transmittal Sample Letter](http://lettersample.net/transmittal-letter/transmittal-sample-letter/)**

[October 23, 2013](http://lettersample.net/transmittal-letter/transmittal-sample-letter/)

October 28, 20XX

Dr. Amado L. Mariano  
Bataan Peninsula University  
Limay, Bataan

Dear Dr. Mariano:

Good day!

As requirements on the subject “English Correspondence”, the proponents would like to present the proposal entitled “Proposed English Grammar Correction System”, in accordance with your instruction.

The purpose of the paper is to propose an English Grammar Correction for BPU students.  This system has the ability to correct grammar in your paper works that’s why student will learn how to use proper grammar in their writing projects.

We just hope that his proposal will meet your approval.

Very truly yours,

Leilani D. Samaniego