[**Sample Transmittal Letter**](http://lettersample.net/transmittal-letter/sample-transmittal-letter-5/)

[August 31, 2016](http://lettersample.net/transmittal-letter/sample-transmittal-letter-5/)

September 23, 20XX

Dr. Josefina R. Santiago  
Professor, Graduate School  
College of Engineering  
Pilar State University  
Pilar, Bataan

Dear Dr. Santiago:

We are submitting herewith our report entitled “Bataan Power Plant Rehabilitation” as partial fulfillment of the English 4 course requirement.

The purpose of this report is to know the basic concepts on how to make an effective project proposal.  The proposal shows a detail scope of works, strategies and methodologies, work plan, breakdown of prices and contractual condition.

We hope that this request will merit your approval.

Sincerely yours,  
Engr. Melvin Rodriguez