

## Letter of Transmittal Example

*Company Street Address, City, State, Zip Code*

Phone: 555-555-5555

Fax: 123-123-123456

Email: abc@example.com

Website: www.websiteaddress.com

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

# Sample Letter To Submit Documents To Hr

**D Siedentop**



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