**Letter of Transmittal Template**

**[Your Name]**
[Your Job Title, if applicable]
[Your Company/Organization Name, if applicable]
[Street Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]

**[Date]**

**[Recipient’s Name]**
[Recipient’s Job Title]
[Company/Organization Name]
[Street Address]
[City, State, ZIP Code]

**Subject: Letter of Transmittal for [Document Name or Type]**

Dear [Mr./Ms./Dr.] [Recipient’s Last Name],

I am submitting the attached **[name or description of the document]** for your review and records. This document has been prepared in accordance with [brief context, such as project requirements, contractual obligations, or prior request] and is being submitted as part of our ongoing correspondence.

The enclosed document includes:

* [Briefly list the contents or title(s) of the document]
* [Any specific sections or highlights, if applicable]

Please review the document at your earliest convenience. If there are any questions, clarifications, or further actions required, do not hesitate to contact me directly. You can reach me at [your phone number] or via email at [your email address].

I would appreciate a confirmation of receipt, and I am available for any follow-up discussion or meeting you may require.

Thank you for your attention to this matter. I look forward to your response and continued cooperation.

Sincerely,
**[Your Full Name]**
[Your Job Title, if applicable]
[Your Company Name, if applicable]

**Enclosure(s):** [List any enclosed or attached documents]
**CC:** [Names and titles of others receiving a copy, if any]
**Notes:** [Any additional notes or important reminders, if needed]

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**Letter of Transmittal Example**

**Sarah Johnson**
Project Manager
Evergreen Engineering Solutions
789 Industrial Park Drive
Seattle, WA 98108
(206) 555-0194
sarah.johnson@evergreeneng.com

**July 19, 2025**

**David Martinez**
Senior Facilities Manager
Northwest Manufacturing Co.
1025 Riverbend Way
Portland, OR 97204

**Subject: Letter of Transmittal for Structural Analysis Report**

Dear Mr. Martinez,

I am submitting the attached **Structural Analysis Report for the Northwest Expansion Project – Phase 2** for your review and records. This report has been prepared in accordance with our contract dated May 14, 2025, and includes detailed findings and recommendations based on our recent site inspections and simulations.

The enclosed report includes:

* Executive Summary of Findings
* Structural Load Assessments
* Compliance Analysis with Local Building Codes
* Recommendations for Reinforcement Strategies

Please review the document at your earliest convenience. If you have any questions or need additional clarification, feel free to reach out to me directly at (206) 555-0194 or via email at sarah.johnson@evergreeneng.com.

I would appreciate a confirmation of receipt and look forward to any feedback or required adjustments. We’re available for a project meeting next week if needed.

Thank you for your attention to this matter. We value our ongoing partnership and look forward to the next phase of the project.

Sincerely,
**Sarah Johnson**
Project Manager
Evergreen Engineering Solutions

**Enclosure(s):** Structural Analysis Report – Phase 2
**CC:** Mark Tran, Principal Engineer, Evergreen Engineering
**Notes:** Please note that Appendix C contains confidential site-specific data and should be handled accordingly.