

Your Company Name

123 Business Avenue
City, State 12345
Phone: (123) 456-7890
Email: info@yourcompany.com

Date: June 18, 2024

Recipient Name

Recipient's Position
Recipient's Organization
456 Recipient Street
City, State 67890

Subject: Submission of Required Project Documents

Dear Ms. Smith,

I am writing to formally submit the required documents pertaining to the ongoing ABC Project, as requested in your previous correspondence dated June 10, 2024. The documents included are integral to the current review phase and are attached for your reference and evaluation.

Please find the following documents attached:

- Project Timeline (Attachment 1)
- Budget Overview (Attachment 2)
- Compliance Certificates (Attachment 3)

Should you require any additional information or clarification, please do not hesitate to contact me at (123) 456-7890 or john.doe@yourcompany.com.

Thank you for your attention to this matter. I look forward to your confirmation of receipt and further instructions.

Sincerely,

John Doe

Project Manager
Your Company Name

Attachments:

- Project Timeline
- Budget Overview
- Compliance Certificates