

## Business Letter with Enclosure Notation Example

A **business letter with enclosure notation** is a formal communication that includes additional documents or materials sent along with the main letter. This notation is typically placed at the bottom of the letter, indicating to the recipient that enclosures are present for their review. For example, after the signature line, the word "Enclosure" or "Enclosures" followed by a colon and a brief description or list of the enclosed items helps ensure that the recipient recognizes and reviews all relevant attachments. This practice enhances clarity and professionalism in business correspondence.

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**Your Company Name**

123 Main Street  
City, State ZIP Code  
Phone: (123) 456-7890  
Email: contact@yourcompany.com

**Date:** June 21, 2024

**Recipient Name**

Job Title  
Company Name  
456 Market Avenue  
City, State ZIP Code

Dear [Recipient Name],

I am writing to follow up regarding our recent meeting and to provide you with the documents requested for your review. Please find attached the product brochure and the signed agreement for your records.

If you have any questions or need further information, please feel free to contact me at your convenience.

Sincerely,

[Your Name]  
[Your Job Title]

**Enclosures:** Product Brochure, Signed Agreement