

[Your Company Letterhead]
[Company Name]
[Company Address]
[City, State ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State ZIP Code]

Dear [Recipient Name],

RE: Submission of Legal Documents â€” [Brief Description or Reference Number]

We are writing to provide you with the enclosed legal documents pertaining to [briefly explain subject, e.g., â€œthe recent contractual agreement between our organizationsâ€]. Please find attached the following documents for your review and records:

- [Title of Legal Document 1]
- [Title of Legal Document 2]

The enclosed materials are intended to [explain purpose, e.g., â€œformalize our partnership as discussed and ensure all terms are clearly outlinedâ€]. Kindly review the documents at your earliest convenience. Should you require any clarification or further information, please do not hesitate to contact us.

We appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]
[Your Position/Title]
[Company Name]

Enclosures: [List of Enclosed Legal Documents]